



Govt. of India
Ministry of Finance
Department of Revenue

O/o THE COMMISSIONER OF CENTRAL EXCISE AND SERVICE TAX
MORELLO COMPOUND, M.G. ROAD, SHILLONG – 793001

Tel: 0364-2223030 Fax: 0364-2226215 E-Mail: cexshill@excise.nic.in

OFFICE MEMORANDUM

With reference to the recommendation of the Staff Selection Commission on the basis of Stenographer Grade -DØ Examination, 2015, **Smt. Savitri Ramarathnam** is hereby offered a temporary post of **Stenographer Grade II (Group 'C' Post)** in the pay scale of level – 4 in the pay matrix (Rs. 25,500-81,100), plus the usual allowances as sanctioned by the Government of India. Her appointment will be subject to the following terms and conditions.

- (i) **The appointment is subject to satisfactory police verification report and in case of any negative verification, the services would be terminated without assigning any reason or notice.**
 - (ii) The appointment is purely temporary and will be governed by the C.C.S. (T.S.) Rules 1965 and is liable to termination without assigning any reason under Rule 5.
 - (iii) She will be on probation for a period of two years which may however be extended at the discretion of the appointing authority.
 - (iv) She will have to comply with requirements of the C.C.S. (Conduct) Rules, 1964 and the plural Marriage Act. All Rules or orders already in existence or issued from time to time regarding attendance duties, discipline, conditions of service etc. will automatically be applicable to her.
 - (v) She must be willing to serve any where within the jurisdiction of Shillong Zone.
 - (vi) That on her appointment to service on or after 01.01.2004, she should be covered under the Defined Contribution Pension Scheme as per Department of Expenditure's O.M. No. 1(7)(2)/2003/TA/616 dated 29.12.2003.
 - (vii) She should give a declaration of her hometown for the purpose of L.T.C. within 6 (Six) months from the date of entry into service.
 - (viii) She should pass the prescribed Departmental Examination within two years of his appointment, failure of which may lead to her service being terminated.
 - (ix) That the seniority of the candidate of direct recruit vis-à-vis promotees will be assigned according to the Instructions issued by the Ministry from time to time.
 - (x) The retention in service in future is subject to her being found suitable for Government service in all respect.
 - (xi) Her appointment is subject to the production of Medical Certificate of Fitness from the Civil Surgeon/Assistant Surgeon in case of Group -DØ staff only; and subject to his taking an oath of allegiance to the Constitution of India.
 - (xii) She is liable to transfer/posting within this Zone to which she is nominated.
 - (xiii) Applicable to candidates appointed on compassionate ground.
 - (a) The appointment is purely provisional subject to satisfactory Police Verification Report.
 - (b) He should acquire the requisite speed in computer typing, failing which will debar him from drawing increment in the pay scale and he will not be entitled for the confirmation (for T.A. only).
 - (xiv) Applicable to candidates claiming to be belonging to Schedule Castes/Schedule Tribes/Other Backward Castes:-

öThe appointment is provisional and is subject to the Caste / Tribe certificate being verified through the proper channel and if the verification reveals that the claim to belong to SC/ST/OBC, as the case may be, is false, the service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.ö
2. If she accepts the offer, he should report for duty to the Joint Commissioner, Chief Commissioner's Office, Central Excise, Customs & Service Tax, Shillong - 01, within 15 (fifteen) days from the date of issue of this letter failing which this offer of appointment would be treated as lapsed.

3. She should submit the following documents along with her joining report.
- ~~(i) The Medical fitness certificate in the form enclosed obtainable from the Civil Surgeon/Assistant Surgeon on production of the enclosed letter to him/her.~~
 - (ii) The original Certificates in support of age, educational qualification etc. along with attested photocopies (From Matriculation onwards in case of Group -C Post candidates).
 - (iii) If she claims to be a member of SC/ST/OBC, she should submit the original certificate in support of her statement in the enclosed form duly signed by any of the following officers.
 - (a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub- Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
 - (b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - (c) Revenue Officer not below the rank of Tehsildar.
 - (d) Sub-Divisional Officer of the area where the candidates and/ or her family normally resides.
 - (iv) Two copies of Certificate of Character in the enclosed form not more than three months old from two gazetted officers. One of the certificates should be counter-signed by the District Magistrate or Sub-Divisional District Magistrate or their superior officer.
 - (v) A declaration in the form enclosed regarding marriage.
 - (vi) No Objection Certificate from her previous employer and release order from her employer accepting her resignation from the service (if applicable).
 - ~~(vii) Attestation form in triplicate duly filled in.~~
 - (viii) Employment Exchange Registration Card in Original (if any).
4. No travelling or other allowances / fees will be paid to her for obtaining the Medical or other Certificates.

Encl: Two sheets

Sd/-
(L. BEIMOPHA)
JOINT COMMISSIONER (P&V)

To,

BY REGISTERED POST

Smt. Savitri Ramarathnam
Parthanagiri, Lalkuthi (near Netaji Sangha Club)
P.O. Rajarhat-Gopalpur, P.S. Airport,
North 24 Parganas - 700136

C. No. II (31)6/ET-II/2017/

Date:

Copy forwarded for information and necessary action to:

1. The Under Secretary (C-III), Staff Selection Commission, Block No.12, CGO Complex, New Delhi.
2. The Under Secretary to the Govt. of India (Ad.IIIB), Central Board of Excise & Customs, Hudco Vishala Building, Bhikaji Cama Place, New Delhi 110 066.
3. The Joint Commissioner, CCO, Customs, Central Excise & Service Tax, Shillong Zone, Shillong.
4. The System Officer, Computer Cell, Central Excise & Service Tax, Shillong for uploading in the Departmental website.
5. Personal File.

(L. BEIMOPHA)
JOINT COMMISSIONER (P&V)