

No. HQ-C11018/71/2023-C1/1 (E-5437)  
**STAFF SELECTION COMMISSION**

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**IMPORTANT NOTICE**

**Subject- Important information for all shortlisted candidates for the post of Inspector (CGST & Central Excise, Preventive Officer & Examiner), Executive Assistant & Tax Assistant in Central Board of Indirect Taxes & Customs through Combined Graduate Level Examination- 2023.**

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Attached herewith is a letter, dated 05.12.2023, as received from the Central Board of Indirect Taxes & Customs for information of the candidates.

**Under Secretary to the Government of India**  
08.12.2023

**Enclosed: As below**

**CBIC-3/28/2022-Ad-IIIB Section-CBEC-**  
Government of India  
Ministry of Finance  
Department: of Revenue  
Central Board of Indirect Taxes & Customs

Gr. Floor, Hudco Vishala Building  
Bhikaji Cama Place, R.K.Puram  
New Delhi-110066  
Date-05-12-2023

To,

All successful candidates of Inspector (CGST, PO & Examiner) ,EA & TA selected through CGL Examination, 2023 in CBIC (**through SSC's website**) reg.

**Subject:-** Document Verification/Medical /Physical Examination – reg.

Sir/Madam,

All the successful candidates recommended by SSC to Central Board of Indirect Tax & Customs (CBIC) through SSC CGLE 2023 for the posts of Inspector (CGST, Preventive Officer & Examiner), Executive Assistant & Tax Assistant are informed that their Document Verification /Medical / Physical Examination and other pre-appointment formalities may tentatively start with effect from **15 December, 2023 onwards. The exact date, time and location will be conveyed by respective zone / commissionerate, assigned with the formalities, shortly.**

2. Therefore, all successful candidates under CBIC are requested to be ready with all documents & other necessities accordingly.

3. The candidates should bring the following documents (n original) along with 1 set of photocopy at the time of Document Verification/ Physical Test:

- a) Matriculation / High School Certificate showing Date of Birth.
- b) Academic Certificates in support of Educational Qualification.
- c) Original Caste/ Community Certificate in case of SC/ST/OBC in the prescribed form along with the photocopies.
- d) Certificate in case of Person with disabilities (Divyangjan) candidate.
- e) Income and Assets Certificate for EWS Category Candidate.

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- f) Character Certificate from two Gazetted officers of the Central or State Government or Stipendiary Magistrates. (3 sets in original for minimum 2 years)
- g) Identity Certificate from a Gazetted officer of the Central or State Government or Stipendiary Magistrates. (3 sets in original for minimum 2 years)
- h) Certificate of Fitness from a physician not below the rank of a Civil Surgeon. Female candidates should get the certificate from a female physician not below the rank of a Civil Surgeon.
- i) Discharge Certificate/ NOC to attend DV from previous employer in case the candidate is employed in any of the offices under the Central Government/State Government, Autonomous Body, and Public Sector Undertaking presently. The certificate should be obtained with reference to this Notice.
- j) Aadhar card and PAN Card.
- k) 3 Sets of Colour photographs of size 5cm x 7cm to be pasted on the Attestation Forms.

**Signed by**  
**Mohammad Ashif**

Yours faithfully.

**Date: 05-12-2023 15:54:54**

(Mohammad Ashif)

Under Secretary to the Govt. of India

Tel. No.: 011-26162780

Encl: As above.