

Office of Pr. Chief Commissioner of Income Tax (CCA), Tamilnadu & Puducherry, Chennai

Aayakar Kaaryaalay, 121, M G Road, Nungambakkam, Chennai - 600 034

File No: C.No. 60/Estt/CANTEEN/2024

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RECRUITMENT NOTIFICATION FOR THE POST OF CANTEEN ATTENDANTS FOR THE RECRUITMENT YEAR 2024

Applications are invited from eligible Indian Citizens for the post of Canteen Attendant in the Departmental Canteens of the Income Tax Department, Tamilnadu & Puducherry region (hereafter referred to as “the Department”) under Group “C” cadre.

Name of the post	CANTEEN ATTENDANT General Central Service, Group ‘C’ Non-Gazetted, Non-Ministerial post
Number of Vacancies And Category Wise Reservation	25 * (Twenty five in Total) UR - 13 OBC - 6 EWS - 2 SC - 3 ST - 1 * Includes 1 PwBD vacancy Candidates with 40% or more disability in any one of the following categories are eligible to be recruited under PwBD category: a. Blindness and low vision b. Deaf and hard of hearing c. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; d. Autism, intellectual disability, specific learning disability and multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.
Pay Scale	Pay Level 1 in Pay Matrix (Rs.18000-56900) of 7 th CPC
Who Can Apply?	Only Indian Citizens
Educational Qualification	Matriculation (10 th Standard) or equivalent from any recognized Board.
Age Limit (As on Last Date of Receipt of Application i.e., 22.09.2024)	18-25 years (relaxation of age limit upto 40 years for Government servants) in accordance with orders issued by Central Government from time to time.
Dates For Submission of Online Applications	08.09.2024 to 22.09.2024
Last Date And Time For Receipt Of Online Applications	22.09.2024 (2300 hrs)
Publication of List of Short Listed Candidates for the Written Examination	01.10.2024
Availability of the hall tickets for downloading	01.10.2024 to 05.10.2024 (2300 hrs)
Place & Date Of Written Examination	Chennai; 06.10.2024

*** Dates are subjected to change based on administrative convenience and exigencies.**

1. Who can apply: Only Indian Citizens

2. Age Limit (As on 22.09.2024): 18 - 25 years (i.e. candidates born not before 23.09.1999 and not later than 22.09.2006).

The crucial date for determining the age limit is fixed as 22.09.2024 (**last date upto which applications are to be received**) in accordance with the provisions of Income tax Department, Non Statutory Departmental Canteens (Group C posts) Recruitment Rules, 2015 issued vide notification dated 18.11.2015.

Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation (10th Std) or Equivalent Certificate will be accepted by the Department for determining the age and no subsequent request for change will be considered or granted. Mismatch of date of birth shall be a ground for rejection of candidature.

3. Age relaxation:

Permissible relaxation in Upper age limit for different categories is as under:

Category	Age-relaxation permissible beyond the upper age limit
SC/ST	5 years
OBC	3 years
PwBD	10 years
Ex-Servicemen	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications.	Up to 40 years of age

Note: Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen.

4. Educational Qualification (As on 22.09.2024): The candidates must have passed Matriculation (10th Standard) or equivalent from any recognized Board on or before the cut-off date i.e. 22.09.2024.

5. Application Fee: There is no Application Fee for any category of the candidates.

6. How to apply: All the candidates who wish to apply shall fill the online application available in the website of the Department viz., <https://tnincometax.gov.in>. The applications must be submitted in online mode only through the above website and applications received in any other form including Post, Fax, Email, by hand, etc. shall not be entertained by the Department.

Incomplete applications or applications submitted without proper photograph, signature, valid photo id (**Aadhar card, PAN card, Passport, Driving License, Voter ID card and any other photo-bearing ID card issued by the Central/State Government**), relevant certificates/documents etc., shall be summarily rejected.

The candidates are advised to visit the Departmental website for the detailed application procedure for uploading the documents/certificates.

Note: Mere submission of online application will not confer any right on the applicant to be called for the written examination.

7. Documents required to be uploaded along with online application:

- a) Matriculation (10th Standard) or equivalent Certificate
- b) Community/Caste Certificate, if any – EWS, OBC, SC and ST
- c) Document in support of age relaxation claimed as Ex-Servicemen/ Central Government Employee, if applicable
- d) Certificate in support of PwBD status, if applicable.
- e) One passport size photograph with full name and date of photograph taken not before 3 months from the date of this notification.
- f) Scanned Signature (For PwD or PwBD candidate with blindness and low vision, thumb impression is also allowed in the place of signature)
- g) Valid photo id proof (**Aadhar card, PAN card, Passport, Driving License, Voter ID card and any other photo-bearing ID card issued by the Central/State Government**)

Note: Candidates who wish to be considered against reserved vacancies or seek age relaxation must submit requisite original certificate from the competent authority, in the prescribed format, when such certificates are sought by the Department at the time of document verification or at any stage of the recruitment process. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwBD category will not be entertained and their candidature shall be cancelled.

8. Last date for application: Applications shall be filled online from 08.09.2024 to 22.09.2024. The last date for submitting online application is 22.09.2024 (2300 hrs).

9. Recruitment process: It is a 2-stage process. The applications received as on closing date and time will be scrutinized as per the eligibility criteria stipulated above and will be short listed for the written examination based on the percentage of total marks obtained in the qualifying examination. Final selection shall be based only on the marks obtained in the written examination to be conducted by the Department. The recruitment process (2 stage process) for the selection of the candidate is elaborated as under:-

9.1 Stage1 – Scrutiny and short listing of candidates for the written examination

- ❖ 500 candidates (20 eligible applications against each vacancy and each category) will be shortlisted out of all the eligible applications received based on the percentage of total marks obtained in Matriculation (10th Standard) or equivalent exam for the next round of selection procedure which is an objective type written examination. Percentage will be determined based on all the subjects' marks printed on the matriculation or equivalent certificate/mark sheet.
- ❖ If there is a tie between two or more candidates based on their percentage of total marks in the qualifying examination, following criteria will be adopted in sequence for shortlisting :
 - **First tie breaker:** Older candidate in age as on last date of application
 - **Second tie breaker:** Candidate with more % of marks in Science in the qualifying examination
 - **Third tie breaker:** Candidate with more % of marks in Mathematics in the qualifying examination
 - **Fourth Tie breaker:** draw of lots

9.2 Stage 2 – Written Examination: Written examination (of two hour duration) comprising 100 Multiple Choice Questions in the following proportion:

Section	No.of questions
Numerical Aptitude	25 questions
General Awareness	25 questions
General Intelligence and Reasoning	25 questions
General English	25 questions

Three (3) marks will be awarded for each correct answer and One (1) mark will be deducted for each incorrect answer.

Note: No travelling Allowance will be paid to the short listed candidates for attending the written examination.

9.3. Indicative Syllabus:

A. Numerical Aptitude: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals, fractions and relationships between numbers and Percentages, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centers, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

B. General Awareness: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economics, General Policy & Scientific Research.

C. General Intelligence and Reasoning: It would include questions of both verbal and non-verbal types. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem-solving, analysis, judgment, decision-making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence.

D. General English: Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested. Vocabulary, grammar, sentence

structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage. To test comprehension, three or more paragraphs will be given and questions based on those will be asked. At least one paragraph should be a simple one based on a book, or a story and the other two paragraphs should be on current affairs, based on a report or an editorial.

9.4 Tie Breaker for written examination:

- ❖ If there is a tie between two or more candidates based on the marks obtained in the written examination, following criteria will be adopted in sequence for deciding selection:
 - **First tie breaker:** Older candidate in age as on last date of application
 - **Second tie breaker:** Candidate with more marks secured in numerical aptitude
 - **Third tie breaker:** Candidate with more marks secured in General Awareness
 - **Fourth Tie breaker:** Candidate with more marks secured in General Intelligence and Reasoning
 - **Fifth Tie breaker:** Candidate with more marks secured in General English
 - **Sixth Tie breaker:** draw of lots

9.5 Hall tickets: The list of shortlisted candidates for the stage-2 written examination will be published on the Department website on 01.10.2024. Hall tickets can be downloaded from the Department website from 01.10.2024 to 05.10.2024 (2300 Hrs).

9.6 Written examination date, time and venue:

Date:	06.10.2024
Time:	11am to 1pm
Place:	Chennai
Examination Venue:	As mentioned in Hall ticket

The written examination will be held only in Chennai, Tamil Nadu and the same shall not be conducted at any other location in India. No request for change of venue will be entertained.

9.7. Admission to the Written Examination:

- The shortlisted candidates should mandatorily bring the Hall ticket to the examination hall.
- In addition to the hall ticket, the candidate shall bring the original Photo ID proof selected by them in the online application form.
- If Photo ID proof does not have the date of birth printed on it then the candidate must carry an additional original document (e.g., Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate etc) in proof of their date of birth. In case of a mismatch in the date of birth mentioned in the Hall ticket and photo ID/ Certificate brought in support of the date of birth, the candidate will not be allowed to appear in the examination.
- Any other document mentioned in the Hall ticket shall also be carried by the candidates while appearing in the written Examination.

9.8. Provision of Compensatory Time and Scribe assistance:

- In case of persons with benchmark disabilities (PwBD) in the category of blindness,

locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired.

- In case of remaining categories of persons with benchmark disabilities (PwBD), the provision of scribe will be available only on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per Proforma in Annexure - A.
- The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29- 6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per Proforma in Annexure - A.
- The facility of scribes will be provided to the eligible candidates only if he/she opts and indicates the same in the online application form. If the same is not indicated in the online application form, the request for scribe assistance will not be entertained at later stage at any cost.
- The candidate will have the discretion of opting for his/her own scribe or to avail the facility of a scribe provided by the Department. Appropriate choice in this regard will have to be given by the candidate in the online application form.
- In case the candidate opts for his/her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for their own scribe shall be required to submit details of their own scribe at the time of examination as per the Proforma in Annexure-B. In addition, the scribe has to produce valid ID proof (Aadhar Card / Printout of E-Aadhar / Voter's ID Card / Driving License / PAN Card / Passport) in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe shall be submitted along with Proforma in Annexure-B. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims relating thereto.
- A compensatory time of 20 minutes per hour of written examination will be provided to the persons who are allowed the use of a scribe.
- The candidates who are eligible for use of a scribe but not availing of the facility of a scribe will also be given compensatory time of 20 minutes per hour of examination. The eligible candidates who wish to avail of compensatory time must produce a certificate as per Proforma in Annexure-A at the time of examination.
- No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
- One-eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without a magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glasses to the Examination Hall.

9.9 Final Result: The final result based on the score obtained in the written examination will be displayed in the Notice Board of the Income Tax Department, O/o the Principal Chief Commissioner of Income Tax, Aayakar Kaaryaalay, Nungambakkam, Chennai 600034 and also in the Departmental website i.e., <https://tnincometax.gov.in/>

9.10 Document verification: Document Verification (DV) will be conducted by the Department after declaration of the final result. Candidates will be required to produce the relevant original Certificates which were uploaded at the time of online application. Otherwise, their candidature

shall be cancelled.

The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he has been declared passed, will also be considered to meet the educational qualification. It is reiterated that the result of required educational qualification must have been declared by the Board by the cut-off date. Mere processing of the result by the Board by the crucial cut-off date does not fulfill the educational qualification requirement.

Candidates possessing equivalent educational qualification shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the Department.

9.11 Selected candidates shall be subjected to Medical Fitness, Verification of Character Antecedents etc.

9.12 Selected candidates are liable to be posted anywhere under the jurisdiction of the Principal Chief Commissioner of Income Tax, Tamilnadu & Puducherry.

10. General Instructions:

- The applicant has to go through the notification, instructions to candidates, vacancy positions etc., carefully before filling up the application form.
- Candidates with higher qualification may also apply.
- Submitting more than one application will result in losing the candidature for all the applications.
- Serving government candidates should apply through proper channel with an NOC Certificate from the Head of the Department that no disciplinary / vigilance case is pending against them.
- The Department reserves the right to accept or reject the candidature of any applicant and/or to cancel the recruitment process at any stage without assigning any reason whatsoever.
- The Department reserves the right to change the last date for submission of application/publishing of shortlisted candidates for written examination/date of the written examination/publication of final result, if required.
- The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination(s), it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.
- Crucial date for claim of SC/ ST/ OBC/ EWS/ PwBD status or any other benefit viz. reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications i.e. 22.09.2024.
- A person seeking appointment on the basis of reservation to OBCs must ensure that he does not fall in creamy layer on the cut-off date.
- A person seeking appointment on the basis of reservation to EWS must ensure that he possesses the Income & Asset certificate valid for the financial year 2024-2025 issued on the basis of Income for the financial year 2023-24 in accordance with the DoP&T OM No. 36039/1/2019-Estt (Res) dated 31.01.2019.
- Canvassing in any form will be a disqualification and candidature of such candidate is liable to be summarily rejected.
- **Action against candidates found guilty of misconduct:** If any candidate is found to

indulge at any stage in any of the malpractices during the conduct of examination or thereafter, their candidature for this recruitment shall be cancelled. The Department may also report the matter to Police/ Investigating Agencies, as deemed fit and may also take appropriate action to get the matter examined by the authorities/ forensic experts, etc. Any dispute in regard to this recruitment will be subject to Chennai jurisdiction. The decision of the Department in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination center, will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

- The candidates selected will be appointed and will be on probation as per the rules.
- The applicants are advised to visit <https://tnincometax.gov.in> from time to time for **more details and information.**

NOTE: Please note that Corrigendum, if any, issued on this recruitment notification, will be published only on the said Department's website.

sd/-

(ஜெ. சரவணன், இ.வ.ப.,) / (जे. सरवणन भा.रा.से.,) / (J. SARAVANAN IRS,) /
(வருமான வரி ஆணையர்) / (आयकर आयुक्त) / COMMISSIONER OF INCOME TAX
(நிர்வாகம் மற்றும் வரி செலுத்துவோர் சேவைகள்) / (प्रशा. एवं क.दा.से.) / (ADMN & TPS)
(தமிழ்நாடு மற்றும் புதுச்சேரி) / (तना. एवं पु.) / (TN & P), சென்னை / சென்னை / CHENNAI

(வ. செந்தில் பிரபு) / (व. सेंदिल प्रभु) / (V. SENTHIL PRABHU)
வருமானவரி துணை ஆணையர் / आयकर उप आयुक्त / DEPUTY COMMISSIONER OF INCOME TAX
(தலைமையகம்) (நிர்வாகம்), சென்னை / (मुख्या.) (प्रशासन), चैन्ना / (HQRS) (ADMN), CHENNAI

Annexure A

Certificate regarding physical limitation in an examinee to write.

This is to certify that; I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____ a resident of _____ village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a
Government healthcare institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual Impairment- Ophthalmologist, Locomotor Disability-Orthopedic Specialist/PMR)

Annexure B

Letter for Undertaking for Using Own Scribe

I _____, a candidate with _____(name of the disability) appearing for the _____(name of the examination) bearing Roll No _____ at _____(name of the centre) in the district _____, _____(name of the State/UT) My qualification is _____

I do hereby state that _____(name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is _____. In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto

(Signature of the candidate with Disability)

Place:

Date: