



ಪ್ರಧಾನ ಮುಖ್ಯ ಆದಾಯ ತೆರಿಗೆ ಆಯುಕ್ತರ ಕಛೇರಿ, ಕರ್ನಾಟಕ ಮತ್ತು ಗೋವಾ ವಲಯ, ಬೆಂಗಳೂರು
ಕೇಂದ್ರ ಕಂದಾಯ ಭವನ, ನಂ.1, ಕ್ವೀನ್ಸ್ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560001.

प्रधान मुख्य आयकर आयुक्त का कार्यालय, कर्नाटक एवं गोवा क्षेत्र, बेंगलूरु
केंद्रीय राजस्व भवन, नंबर 1, क्वींस रोड, बेंगलूरु-560001.

Office Of The Principal Chief Commissioner Of Income Tax, Karnataka & Goa Region, Bengaluru.
Central Revenue Building, No. 1, Queen's Road, Bengaluru - 560 001.

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F. No. 205(2)/TA/2026-27/Pr.CCIT/

Date: 31-07-2026

OFFICE MEMORANDUM

Sub: Appointment to the post of **Tax Assistant** under Direct Recruitment Quota on the basis of Combined Graduate Level Examination, 2025 conducted by the Staff Selection Commission – Schedule for Document Verification – Reg

The undersigned is directed to inform that the candidates nominated by the Staff Selection Commission for appointment to the post of **Tax Assistant** in the Income Tax Department, Karnataka & Goa Region, on the basis of the Combined Graduate Level Examination, 2025, are required to appear for **Document Verification** as per the schedule indicated against their names in **Annexure-I**.

2. The Document Verification will be conducted at the following venue:

Office Address:

O/o the Principal Chief Commissioner of Income Tax
Cauvery Hall, 4th Floor, No.1, C.R. Building, Queens Road,
Bengaluru, Karnataka-560001

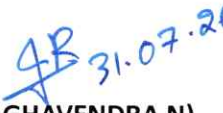
(Google Maps Link: <https://maps.app.goo.gl/ZFV9T1eNSqSigRyB7>)

3. The candidates shall report between **10:00 AM and 5:00 PM** on the date allotted to them.

4. The candidates shall produce the following original documents/certificates along with self-attested photocopies, as applicable, at the time of Document Verification, strictly in the manner specified in the enclosed **Instructions to Candidates appearing for Document Verification (as Annexure-II)** :

- i. Two photo identity cards (1. Aadhar Card, 2. PAN Card/Voter ID)
- ii. Attestation Form
- iii. Declaration of Marital Status
- iv. Matriculation Certificate and mark sheet as proof of Date of Birth
- v. Certificate of Educational Qualifications
- vi. Three Recent Passport size Photographs
- vii. Character Certificate
- viii. Medical Certificate of Fitness
- ix. Medical Self-Declaration Form
- x. Places of Choice Proforma
- xi. Caste Certificate along with prescribed declaration form (where applicable)
- xii. PwBD Certificate (where applicable)
- xiii. Service Discharge Book along with undertaking to be given by Ex-Servicemen (where applicable)
- xiv. NOC from current employer (where applicable)

5. Mere appearance for Document Verification does not confer any right to appointment. The candidature shall remain provisional and subject to verification of eligibility, certificates, antecedents, medical fitness and fulfilment of all conditions prescribed by the Staff Selection Commission and the Government of India.
6. Candidates who fail to report for Document Verification on the scheduled date and time or fail to produce the requisite documents in the prescribed manner may be liable for cancellation of their candidature, subject to the applicable instructions issued by the Government of India.
7. Request for change of the scheduled date of Document Verification shall not be entertained.
8. All the relevant documents, forms and annexures for Document Verification may be downloaded from the "**Document Verification – CGLE 2025**" section available on the Home Page of the official website of the Income Tax Department, Karnataka & Goa Region <https://www.incometaxkarnatakagoa.gov.in>.
9. In case of any exceptional circumstances requiring clarification or assistance in connection with the Document Verification process, candidates may contact the helpline numbers: 7892830122, 8762302155.
10. This issues with the approval of competent authority.


(RAGHAVENDRA N)

Deputy Commissioner of Income-tax (HQ)(Admn.)
For Pr. Chief Commissioner of Income-tax
Karnataka & Goa Region, Bengaluru

To:

The Successful candidates of CGLE, 2025
nominated to **Tax Assistant** in Income Tax Department
in Karnataka & Goa Region.

Encl.:

1. **Annexure-I** – Schedule of Candidates for Document Verification.
2. **Annexure-II** – Instructions to the Candidates appearing for Document Verification.
3. Applicable Forms (may be downloaded from <https://www.incometaxkarnatakagoa.gov.in>)

TAX ASSISTANT

S.No.	ROLL NUMBER	NAME OF THE CANDIDATE	DV DATE
1	1601013458	AMNINDER SINGH	07-08-2026
2	1601036676	KARTIKAY GUPTA	07-08-2026
3	1601067382	KUNAL VERMA	07-08-2026
4	2201012181	CHINKHANKHUP DOUSEL	06-08-2026
5	2201106875	SNEHA GUPTA	06-08-2026
6	2201214607	SANSKAR GUPTA	06-08-2026
7	2201243295	SHASHWAT	06-08-2026
8	2405092404	ROHAN CHOUDHARY	06-08-2026
9	3003025857	DIVYANSH SINGH CHAUHAN	07-08-2026
10	3205005821	DIVYANSHU KUMAR	07-08-2026
11	3205023847	SAKSHI KUMARI	07-08-2026
12	3206000478	AMAN KUMAR	07-08-2026
13	4205023941	HIMANGI PRIYA	07-08-2026
14	4205050331	AKASH ANAND	07-08-2026
15	4415005632	PRITAM BARMAN	07-08-2026
16	4604005976	SUDHAKAR SWAIN	07-08-2026
17	4610005090	PRABHAT KUMAR GUPTA	07-08-2026
18	5105016738	GOURAV CHOWDHURY	07-08-2026
19	5401000186	PAOGOUTHANG HANGSHING	07-08-2026
20	5401003821	SHAILESH GUPTA	07-08-2026
21	5401004098	V GINLIANLAL	07-08-2026
22	6005004378	DRIG PAL SINGH KUSHWAH	06-08-2026
23	6205003846	AMAN SETH	07-08-2026
24	7207011495	GAJENDER KUMAR	07-08-2026
25	7207014747	ANKIT KUMAR	06-08-2026
26	8001007811	MUCHU VISHNU VARDHAN YADAV	06-08-2026
27	8003005956	CHETAMONI MAHESH BABU	06-08-2026
28	8006003975	KOPPALA TEJESH	06-08-2026
29	8007000747	GOTTAPU SAI KIRAN	06-08-2026
30	8008001008	YARRAGUNTLA NIKHIL	06-08-2026
31	8016005235	ANGARA SINDHU SRI	06-08-2026
32	8205003515	MADHUMATHI SHANMUGAM	06-08-2026
33	8601031327	KHANDAVALLI SARAN JOSH	06-08-2026
34	8601065690	VEGGALAM YOGA SAIKANTH	06-08-2026
35	9001013550	SHIVANAND D SURYAVANSHI	06-08-2026
36	9001021875	AJAY	07-08-2026
37	9009005976	PRASHANTH P	06-08-2026
38	9009006378	UDAYA RAVI K S	06-08-2026
39	9009006962	MONCY R	06-08-2026
40	9009011662	ASHWIN G	06-08-2026
41	9010000119	VIVEK SHETTY	06-08-2026
42	9202006193	RANJANA P V	06-08-2026
43	9211009924	MANOJ K M	06-08-2026

GR 31.07.26

INSTRUCTIONS TO THE CANDIDATES APPEARING FOR DOCUMENT VERIFICATION

1. Candidate is required to carry two photo identity cards in original (1. Aadhar Card, 2. PAN Card/Voter ID). Also he/she is required to submit three photo copies of the same.
2. Candidate is required to submit **the enclosed attestation form** (in duplicate – one original & one photo copy) duly filled in with photograph affixed & signed by the candidate. No field should be left blank. Any field which is not applicable should be stricken out.
3. Candidate is required to submit **the enclosed declaration form** of Marital status (in duplicate – one original & one photo copy).
4. Candidate is required to produce the Matriculation certificate as proof of Date of Birth and Certificate of Educational Qualifications in original along with two photo copies each.
5. Candidate is required to bring with him/her at least three of his/her recent passport size photographs.
6. Candidate is required to submit the **character certificate in the enclosed form** duly signed by a Gazetted Officer or Member of Parliament or Member of Legislative Assembly and attested by Class I Executive Magistrate, District Magistrate or a Sub-Divisional Magistrate having magistrate powers only (not from an officer with Judicial powers). The Character Certificate must bear the **name seal of the officer, officer's designation seal and officer's office seal**. Also he/she should submit a photo copy of the same. However, if the candidate is already in Government service, instead of obtaining a fresh Character Certificate, he/she may produce the attested copy of character certificate produced to current employer at the time of the appointment. The said copy must be attested by the current employer.
7. Candidate is required to submit **the enclosed medical certificate of fitness** duly certified by the Competent Medical Authority, i.e., a Civil Surgeon or a Chief Medical Officer or a Chief District Medical Officer or a Medical Officer of equivalent status in the pro forma enclosed. Female candidate has to **obtain a medical certificate of fitness exclusively from female medical practitioner. A signed photograph of the candidate duly attested by the Competent Medical Authority should be affixed to the medical certificate of fitness.** The said certificate must bear the name and designation seal of the attesting officer. Medical Fitness Certificate certified by any other officer (like Medical Jurist/Principal Jurist/Chief Jurist/Medical Consultant/ENT Consultant/Medical Professor) will not be accepted. However, if the candidate is already in Government service, instead of obtaining a fresh medical fitness certificate, he/she may submit the attested copy of medical fitness certificate (with attested photograph) produced to current employer at the time of the appointment. The said copy must be attested by the current employer. Further, the candidate must ensure that the said medical fitness certificate furnished to the current employer should have been issued by Civil Surgeon/Chief Medical Officer/Chief District Medical Officer or equivalent.
8. Candidate is also required to submit **the enclosed medical self-declaration** form duly attested by the Competent Medical Authority, i.e., a Civil Surgeon or a Chief Medical Officer or a Chief District Medical Officer or a Medical Officer of equivalent status in the pro forma enclosed. The said form must bear the name and designation seal of the attesting officer. Medical Declaration form certified by any other officer

(like Medical Jurist/Principal Jurist/Chief Jurist/Medical Consultant/ENT Consultant/Medical Professor) will not be accepted.

9. Candidate is required to submit the duly filled **Places of Choice Proforma enclosed** (in duplicate – one original & one photo copy).
10. If the candidate belongs to SC / ST community, **a caste certificate in original** issued by the Competent Authority in the prescribed form should be produced for verification. If you belong to OBC community, **a caste certificate (in original) indicating non-creamy layer status as per the crucial date mentioned in the SSC Notification** issued by the Competent Authority should be produced along with **Declaration form enclosed**. If you belong to EWS, **relevant certificate (in original) indicating EWS status as per the crucial date mentioned in the SSC Notification** issued by the Competent Authority should be produced for verification. Also he/she should submit two photo copies of the above, as applicable.
11. Candidate is required to carry the original documents along with two photo copies of his/her PwBD Certificate (if applicable), Service Discharge Book along with undertaking to be given by an Ex-Servicemen in Annexure-VIII of SSC Notification (if applicable).
12. If the candidate is already in Government service, he/she must furnish NOC from the current employer.
13. The candidate is required to arrange his/her documents in two sets in the following order only.

Sl. No	Set 1	Set 2
1	Attestation Form(Original), Declaration of Marital Status (Original)	Attestation Form (Photo Copy), Declaration of Marital Status (Photo Copy)
2	Character Certificate (Original)	Character Certificate (Photo Copy)
3	Matriculation Certificate and mark sheet as proof of DOB (Photo Copy) and Certificate of Education Qualifications (Photo Copy)	Matriculation Certificate and mark sheet as proof of DOB (Photo Copy) and Certificate of Education Qualifications (Photo Copy)
4	Caste Certificate(Photo Copy), Declaration in case of candidates seeking reservation as OBC(Original)	Caste Certificate(Photo Copy), Declaration in case of candidates seeking reservation as OBC(Photo Copy)
5	PwBD Certificate (Photo Copy), PwBD ID Card (Photo Copy)	PwBD Certificate (Photo Copy), PwBD ID Card (Photo Copy)
6	Ex-Serviceman/Ex-Airman/Ex-Seaman Discharge Book (Photo Copy)	Ex-Serviceman/Ex-Airman/Ex-Seaman Discharge Book (Photo Copy)
7	Undertaking to be given by an ex-servicemen in Annexure-VIII of SSC Notification (Original).	Undertaking to be given by an ex-servicemen in Annexure-VIII of SSC Notification (Photo Copy).
8	Fitness Certificate (Original)	Fitness Certificate (Photo Copy)
9	Medical Declaration (Original)	Medical Declaration (Photo Copy)
10	Places of Choice Proforma (Original)	Places of Choice Proforma (Photo Copy)
11	Photo ID Cards (Photo Copy)	Photo ID Cards (Photo Copy)
12	NOC from current employer (Original)	NOC from current employer (Photo Copy)

14. All photo copies must be self-attested by the candidate along with the date.