OFFICE OF THE COMMISSIONER OF CUSTOMS
CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009
Fax: 0484-2668468 Control Room: 0484-2666422

RECRUITMENT NOTIFICATION

II/(31)/130/2026-ESTT: Applications are invited from eligible candidates having the desired qualifications mentioned below as per the Recruitment Rules for filling up the vacancies in various cadres of **Canteen Staff** in the Departmental Canteen of Custom House, Cochin.

1) **Clerk** (General Central Service (Group 'C'), Non-Gazetted, Non-Ministerial)
   - Number of vacancies available for direct recruitment: **1 (UR–1)**
   - Pay Scale: **Level-2** in the 7th CPC pay matrix (Rs.19,900 – 63,200)

Eligibility Criteria	
i) Educational Qualification	12th class pass or equivalent with **Commerce** from a recognized university or Board.
ii) Typing Speed	A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer(35 words per minute in English or 30 words per minute in Hindi correspond to 10500 key depression per hour or 9000 key depression per hour on an average of 5 key depressions for each word)

2) **Canteen Attendant** (General Central Service (Group 'C'), Non-Gazetted, Non-Ministerial)
   - Number of vacancies available for direct recruitment: **3 (UR–1, OBC-1, EWS-1)**
   - Pay Scale: **Level-1** in the 7th CPC pay matrix (Rs.18,000 – 56,900)

Eligibility Criteria	
i) Educational Qualification	Matriculation or equivalent from a recognized Board

Last date of receiving application by post: **21.12.2026**

Age Limit to apply for the above posts: **Between 18 and 25 years**. (Relaxable for Government Servants up to the age of 40 years, in accordance with the orders issued by the Central Government). Relaxation in upper age limit to various categories shall be admissible as per DoPT's OM No.15012/2/2010-Estt(D) dated 27.03.2012. **The crucial date** for determining the age limit/possession of educational qualification will be the closing date of receipt of applications from the candidates i.e. **21.12.2026**. The Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate only will be accepted.

Application form can be downloaded from the website: https://cenexcisekochi.gov.in/custom-house/ under the menu "**Documents & Downloads**" -> "**Recruitment & Service Matters**"

Selection Process:

1. The candidates desirous of applying may do so in the **prescribed application form** (link given above) enclosing attested copies of all the **supporting documents** in respect of Educational Qualification (EQ), Category, Age, Age-relaxation, etc. (as applicable). Candidates who wish to apply for more than one post should apply separately for each category of post. But, multiple applications for the same post will result in cancellation of the candidature. There is no Application Fee.
2. Only those candidates who meet the required eligibility criteria mentioned above need to apply. Incomplete applications, unsigned applications, or applications without photographs/attested copies of all supporting documents will be deemed to be invalid and will be rejected without intimation to the candidate. The candidature of applicants not meeting the conditions specified in this notification will be cancelled at any stage of the recruitment process without any notice.
3. The Selection Committee shall scrutinize the applications received and the **short-listed candidates**, who fulfill the eligibility criteria as on the closing date of receipt of application, will be called for a **written test.** A **typing test** will also be conducted for the short-listed candidates who applied **for the post of Clerk**.
4. The decision of the appointing authority will be final. The recruitment process can be cancelled or postponed without any prior notice or assigning any reasons at any stage.
5. The application forms, complete in all respects, must reach the **Office of the Commissioner of Customs, Custom House, Willingdon Island, Cochin-682009** on or before **21.12.2026 by post**. Applications received after the closing date shall be summarily rejected, and no communication regarding the rejected application forms shall be entertained. This office shall not be responsible for any postal delays.
6. The left side top corner of the envelope containing the application must be super-scribed in block letters as "APPLICATION FOR DEPARTMENTAL CANTEEN POSTS 2026" indicating the "NAME OF THE POST APPLIED FOR".

Digitally signed by
Rani C R
Date: 10-11-2026
18:08:38

Additional Commissioner of Customs
Custom House, Cochin