भारत सरकार
GOVERNMENT OF INDIA
आयकर समझौता आयोग
INCOME TAX SETTLEMENT COMMISSION

चौथी मौजूद, लोकनायक भवन, खान मार्केट, नई दिल्ली-110003
4th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003

F. No. 22015/01/2010/एससी 455 475

Date. 24.02.2014

सेवा में,

मुख्य आयकर आयुक्त (सी. सी. ए.)
दिल्ली/मुम्बई/कोलकाता/चेन्नई/बैंगलौर/हैदराबाद/
पुणे/आह्मदाबाद/जयपुर/पटना/गुवाहाटी/नागपुर/
कोचीन/बुनेल्हार/भोपाल/लखनऊ/चंडीगढ़

विषय : - आयकर समझौता आयोग में विविध पदों को प्रतिलिपियुक्त आपार पर मार्ग करने के संदर्भ में विज्ञापन प्रेषित करने के संदर्भ में।

महोदय,

मुख्य आयकर आयुक्त सर्वसाधारण विषय पर सूचित करने का निर्देश हुआ है कि आयकर समझौता आयोग की प्रिंटिलिपियों ने जैव अधिकार, तकनीकी सहायता, सहायता, वरिष्ठ नियुक्ति सचिव, निम्न सचिव, एवं आयुर्विज्ञानिक बेड (1 & 2 प्रतिलिपि संलग्न) के रिक पटों को भरा जाया है। अतः इसके विज्ञापन की प्रति भेजी जा रही है।

आपसे अनुरोध किया जाता है कि इसे विविध कार्यालयों, मुख्य आयकर आयुक्तों में परियोजित कर दिया जाए। इस्तुक आवेदनों के आदेश पर उनकी समझौते एवं मान्यता वर्चसव के वार्षिक नोटीफिकेशन रिपोर्ट में रीडर के साथ आयकर समझौता आयोग की संबद्धित पीठ के सचिव को उचित माध्यम से भेज दिया जाए।

माफी कीजिए,

(डी. के. सोनकर)
प्रशासनिक अधिकारी

प्रतिलिपि प्रेषित :-

सचिव, आयकर समझौता आयोग, अतिरिक्त न्याय पीठ, मुम्बई, कोलकाता और चेन्नई,
आयश्वर्क कार्यालय एवं सूचनाधीन।

डूम्पा/टेलीफोन : 24690693 फैक्स/फाक्स : 24626275
Website : www.itscindia.gov.in
CIRCULAR

Application are invited for filling up the following vacant/likely to be vacant post in the Benches of the come Tax Settlement Commission at Delhi, Kolkata, Chennai and Mumbai on deputation basis on usual rms and conditions as prescribed by DOPT in their OM No. 2/22/8/2008 – Estt (Pay – II) dated 03.09.2008.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Post</th>
<th>No. of Post</th>
<th>Pay Band and Grade Pay applicable</th>
<th>Classification of Posts</th>
<th>Mode of appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sr. Private Secretary</td>
<td>Delhi - 4</td>
<td>Rs. 9300 - 34800 + Grade Pay of Rs. 4800/5400 (on completion of 4 years regular service in the grade)</td>
<td>Group 'B' (Gazetted)</td>
<td>Deputation</td>
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<tr>
<td></td>
<td></td>
<td>Mumbai - 1</td>
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<td>Total: - 5</td>
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<td>2.</td>
<td>Private Secretary</td>
<td>Delhi - 4</td>
<td>Rs. 9300 - 34800 + Grade Pay of Rs. 4600/-</td>
<td>Group 'B' (Gazetted)</td>
<td>Deputation</td>
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<tr>
<td></td>
<td></td>
<td>Kolkata - 1</td>
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<td></td>
<td></td>
<td>Mumbai - 4</td>
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<td></td>
<td></td>
<td>Chennai - 2</td>
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<td>Total: - 11</td>
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<td>3.</td>
<td>Enquiry Officer</td>
<td>Kolkata - 1</td>
<td>Rs. 9300 - 34800 + Grade Pay of Rs. 4200/- (likely to be revised to Rs. 4600/-)</td>
<td>Group 'B' (Non – Gazetted)</td>
<td>Deputation</td>
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<tr>
<td></td>
<td></td>
<td>Mumbai - 3</td>
<td></td>
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<td></td>
<td></td>
<td>Chennai - 2</td>
<td></td>
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<td>Total: - 6</td>
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<td>4.</td>
<td>Technical Assistant</td>
<td>Delhi - 5</td>
<td>Rs. 9300 - 34800 + Grade Pay of Rs. 4200/-</td>
<td>Group 'B' (Non – Gazetted)</td>
<td>Deputation</td>
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<tr>
<td></td>
<td></td>
<td>Mumbai - 4</td>
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<td></td>
<td>Chennai - 1</td>
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<td>Total: - 10</td>
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<td>5.</td>
<td>Assistant</td>
<td>Mumbai - 2</td>
<td>Rs. 9300 - 34800 + Grade Pay of Rs. 4200/-</td>
<td>Group 'B' (Non – Gazetted)</td>
<td>Deputation</td>
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<td>6.</td>
<td>Stenographer – II</td>
<td>Delhi - 6</td>
<td>Rs. 9300 - 34800 + Grade Pay of Rs. 4200/-</td>
<td>Group 'B' (Non – Gazetted)</td>
<td>Deputation</td>
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<tr>
<td></td>
<td></td>
<td>Kolkata - 3</td>
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<tr>
<td></td>
<td></td>
<td>Mumbai - 6</td>
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<td>Total: - 15</td>
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</table>
2. The eligibility criteria for appointment to the above are as under:

I. Sr. Private Secretary
   i Officers under the Central Government
   ii Holding analogous posts, or
   iii Private Secretaries in the pre-revised pay scale of Rs. 6500 – 200 – 10500 with 3 years regular service in the grade.

II. Private Secretary
   i Officers under the Central Government
   ii Holding analogous posts, or
   iii Stenographer Grade – I/II in Pay Band – 2 (Rs. 9300 – 34800 with Grade Pay Rs. 4200 with 5 years regular service in the grade).

III. Enquiry Officer
   i Inspector of Income Tax; or
   ii Assistant of the Central Secretariat Service with experience of working related to Direct Taxes; or
   iii Sr. Tax Assistant in the Income Tax Department who are graduates with 3 years service as Tax Assistant with experience of Income Tax assessment work.

IV. Technical Assistant
   i Sr. Tax Assistant in the Income Tax Department in pay Band – 2 Rs. 9300 – 34800 with Grade Pay of Rs. 4200, who are graduates with 3 years regular service in the grade and having at least 2 years experience of Income Tax assessment work.

V. Assistant
   i Regular Assistants of the various Directorates under the Central Board of Direct Taxes and Sr. Tax Assistants of Income Tax Department in the scale of Rs. 5000 – 8000 possessing knowledge and experience of administrative matters for not less than 2 years.
   ii Upper Division Clerks of the Central Secretariat Clerical Service in the scale of Rs. 4000 – 6000 with not less than 8 years regular service in the grade.
   iii Tax Assistant of the Income Tax Department and UDCs of the various Directorates under the Central Board of Direct Taxes in the scale of Rs. 4000 – 6000 with not less than 8 years regular service in the grade and experience of administrative and establishment work for not less than 2 years.

VI. Stenographer Gr. – II
   i Holding analogous posts on regular basis; or
   ii Stenographer Grade – III with eight years’ regular service in the grade in the pre-revised pay scale of Rs. 4000 – 100 – 6000.

3. Applications of suitable persons having requisite experience and qualification and willing to join this Commission may please be forwarded to the Secretaries of the respective benches at the address given below in the prescribed proforma along with photo copies of their ACRs for the last five years duly attested by a Gazetted Officer along with vigilance clearance and Major/Minor penalty statement for the last 10 years if any, within 30 days from the date of publication of this circular in the Employment News.

1. The Secretary, Income Tax Settlement Commission, Principal Bench C – wing 4th Floor Lok Nayak Bhawan, Khan Market, New Delhi – 110003.
Applications not accompanying ACRs/Vigilance Clearance or otherwise incomplete are liable to rejected. While forwarding the applications it may please be ensured that the age of the applicants does not exceed 56 years as on closing date of receipt of applications.

Encl: As above

(D.K. Sonker)
Administrative Officer

Copy to:-

The Business Manager, Employment News East Block – 1, Level – 5, R.K. Puram, New Delhi with the request to publish this vacancy circular in ensuing issue of the Employment News (in Hindi & English).

(D.K. Sonker)
Administrative Officer
APPLICATION FOR THE POST OF .........................

1. Name of the applicant
   (In capital letters)

2. Date of Birth

3. Educational Qualification

4. Designation & Office where
   Presently posted with telephone No.

5. Whether permanent/temporary/adhoc

6. Pay drawn in the post

7. Details of post held along with pay

<table>
<thead>
<tr>
<th>Post held</th>
<th>Pay Band &amp; Grade Pay</th>
<th>Duration</th>
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<tbody>
<tr>
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<td>Form</td>
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<td>To</td>
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</tbody>
</table>

8. Experience in the subject field
   of selection.

9. Choice of place of posting
   (Delhi/Chennai/Kolkata/Mumbai)

10. Whether SC/ST/OBC

11. Any other relevant information
    Which the candidate may like to give

Signature of the candidate

Dated: ..........................

Certified that no vigilance and disciplinary case is pending or contemplated against the application in the office.