

F.No. SC/KOL/AB/14/4/2014-15


GOVERNMENT OF INDIA
INCOME TAX SETTLEMENT COMMISSION(IT & WT),
Additional Bench,
10-C, Middleton Row, 2nd Floor.
Kolkata.

CIRCULAR

Applications are invited for filling up the following vacant / likely to be vacant posts in the Additional Bench of Income Tax Settlement Commission at Kolkata, on deputation basis.

Sl.No	Name of the Post	No. of Post	Pay Level as per 7 th CPC Pay Matrix.	Classification of Posts
1.	Private Secretary (vacant)	1 (one)	Level-7 (Grade Pay of Rs.4,600/-)	Group – 'B' (Gazetted)
2.	Stenographer Grade – I (vacant)	3 (three)	Level-6 (Grade Pay of Rs.4,200/-)	Group – 'B' (Non-Gazetted)
3.	Enquiry Officer (Two posts are vacant and one post is likely to be vacant)	3 (three)	Level-6 (Grade Pay of Rs.4,200/-)	Group – 'B' (Non-Gazetted)
4.	Upper Division Clerk (vacant)	1 (one)	Level-4 (Grade Pay of Rs.2,400/-)	Group – 'C' (Non-Gazetted)

The eligibility criteria and the Application Proforma are available in our website www.itscindia.gov.in


(N. R. Chowdhury)
Administrative Officer

(2)

The eligibility criteria for appointment to the above posts are as under :-

Officers under the Central Government

- I. Private Secretary
- i. Holding analogous posts, or
 - ii. Stenographer Grade – I in the pre-revised Pay Scale of Rs. 9,300-34,800 with Grade Pay of Rs. 4,200/- with 5 years' regular service in the grade or equivalent in the parent cadre of department.
- II. Stenographer Grade – I
- i. Holding analogous posts on regular basis, or
 - ii. Stenographer Grade – II in the pre-revised Pay Scale of Rs. 5,200-20,200 with Grade Pay of Rs. 2,400/- with 10 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. Upper Division Clerk
- i. Holding analogous post on regular basis in the Parent cadre or department; or
 - ii. Lower Division Clerks with 8 years' regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised pay scale of Rs.(5,200 – 20,200) with Grade Pay of Rs. 1,900/- in the parent cadre or department.

Applications of suitable persons having requisite experience and qualifications and willing to join this Commission may please be forwarded to this office in the prescribed proforma along with photocopies of their APARs for the last five years duly attested by the Gazetted Officer alongwith vigilance clearance and major / Minor penalty statement for the last 10 years if any, to the Secretary, Income Tax Settlement Commission, Addl. Bench, 10C, Middleton Row, 2nd floor, Kolkata within 90 days from the date of publication. Applications not accompanying APARs / Vigilance Clearance or otherwise incomplete are liable to be rejected. While forwarding the applications if may please be ensured that the age of the applicants does not exceed 56 years as on closing date of receipt of applications.


(N. R. Chowdhury)
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

Post held	Pay Band & Grade Pay	Duration	
		Form	To

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.