



सत्यमेव जयते

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

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



A-22015/01/2010-SC

Date: 24.10.2011

12977

Tel: 24693319

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CIRCULAR

Applications are invited for the following vacant/likely to be vacant posts in the Benches of the Income Tax Settlement Commission at Delhi, Chennai, Kolkata and Mumbai to fill up these posts on transfer on deputation basis on usual terms and conditions as prescribed by DOPT in their OM No. 2/22/8/2008-Estt (Pay- II) dated 03.09.2008:-

S.N.	Name of the Post	No. of Post	Pay Band and Grade Pay applicable	Classification of posts	Mode of appointment
1.	Sr. Private Secretary	Chennai 2 Delhi 1 Kolkata 2 Mumbai 1 Total 6	Rs. 9300-34800+Grade Pay of Rs. 4800/5400 [on completion of 4 years regular service in the grade]	Group 'B' (Gazetted)	Deputation
2.	Private Secretary	Mumbai 2	Rs. Rs. 9300-34800+Grade Pay of Rs. 4600/-)	Group 'B' (Gazetted)	Deputation
3.	Superintendent	Mumbai 1	Rs. Rs. 9300-34800+Grade Pay of Rs. 4600/-)	Group 'B' (Gazetted)	Deputation
4.	Enquiry Officer	Chennai 3 Delhi 5 Kolkata 3 Mumbai 1 Total 12	Rs. Rs. 9300-34800+Grade Pay of Rs. 4200/- (likely to be revised to Rs. 4600/-)	Group 'B' (Non-Gazetted)	Deputation
5.	Technical Assistant	Chennai 1 Kolkata 1 Mumbai 1 Total 3	Rs. Rs. 9300-34800+Grade Pay of Rs. 4200/-)	Group 'B' (Non-Gazetted)	Deputation
6.	Stenographer Grade-II	Kolkata 2 Delhi 4 Mumbai 2 Total 8	Rs. Rs. 9300-34800+Grade Pay of Rs. 4200/-)	Group 'B' (Non-Gazetted)	Deputation

Contd....2/-

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

- | | | |
|-----|-----------------------|---|
| I | Sr. Private Secretary | Officers under the Central Government
i) Holding analogous posts, or
ii) Private Secretaries in the pre-revised pay scale of Rs. 6500-200-10500 with 2 years regular service in the grade. |
| II | Private Secretary | Officers under Central Government
i) Holding analogous posts, or
ii) Stenographer Grade-I/II in Pay Band-2 (Rs. 9300-34800 with Grade Pay Rs. 4200 with 5 years service in the grade) |
| III | Superintendent | Officers under Central Government
A.i) Holding analogous posts on regular basis, or
ii) With 5 years regular service in Pay Band -2 (Rs. 9300-34800 with Grade Pay Rs. 4200)
B Possessing two years experience in Administration, Establishment and Accounts matters |
| IV | Enquiry Officer | i) Inspector of Income Tax; or
ii) Assistant of the Central Secretariat Service with experience of work relating 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. |
| V | Technical Assistant | Senior Tax Assistants in the Income Tax Department in P.B.2 Rs. 9300-34800 with Grade Pay of Rs. 4200 who are graduates with 3 years regular service in the grade and having atleast 2 years experience of Income Tax assessment work. |
| VI | Stenographer Gr. II | Officers of Central Government
i) Holding analogous posts on regular basis; or
ii) Stenographers 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 qualifications and willing to join this Commission may please be forwarded to this office in the prescribed proforma alongwith photo copies of their ACRs for the last five years duly attested by a Gazetted Officer alongwith vigilance clearance and Major/Minor penalty statement for the last 10 years if any, to the Secretary, Principal Bench, Income Tax Settlement Commission, 4th Floor, Lok Nayak Bhavan, Khan Market, New Delhi-110003 within 30 days from the date of publication. Applications not accompanying ACRs/Vigilance Clearance or otherwise incomplete are liable to be 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

(Dheeraj Bhatnagar)
SECRETARY

PROFORMA

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	
		From	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 applicant in the office.

Head of Office