



आयकर अपीलीय अधिकरण
केंद्रीय सरकार कार्यालय भवन, "प्रतिष्ठा भवन",
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F.No.108(DR- Dep.)-Ad(AT)/2024

Dated 18th June, 2024

VACANCY CIRCULAR

Sub: Proposal for filling up 05 vacant posts of Deputy Registrar in Income Tax Appellate Tribunal on deputation basis, initially for a period of one year, as per provision in Recruitment Rules – reg.

Applications are invited from the eligible candidates in the prescribed proforma enclosed herewith as **Annexure-I** for filling up 05 posts on deputation basis, initially for a period of one year, extendable upto 3 years depending upon the vacancy as per the provisions in the existing Recruitment Rules in the various Bench(es) of the Income Tax Appellate Tribunal.

POSTS & PAYSACLE	BENCHES OF ITAT	PROVISION IN RECRUITMENT RULES
Deputy Registrar Group 'A' (Gaz.) Level-11 (Rs.15,600-39,100/- with grade pay of Rs. 6600/-)	Mumbai (2) Delhi (1) Chennai (1) Ahmedabad (1)	Transfer on Deputation: Income Tax Officers, Class I (Senior Scale) or Income Tax Officers Class I (Junior Scale) within 5 years regular service in the grade of Income Tax Officer, Class II with 8 years regular service in the grade, or Section Officers of the C.S.S./ Selection grade Stenographers of the C.S.S.S with 8 years regular service in the respective grade and possessing a Degree in Law. (Period of deputation ordinarily not exceeding 3 years.)

3. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not exceed 3 years.
4. The selected candidates will have option to draw their grade pay plus deputation (duty) allowance or to have their pay fixed in the time scale of pay attached to this post in accordance with the Department of Personnel & Training OM No.2/29/91-Estt.(Pay-II) dated 05.01.1994 as amended from time to time.

5. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of the receipt of applications.
6. It is therefore, requested to circulate the vacancy circular of Deputy Registrar - Group 'A' (Gaz.) among the eligible candidates of your office and applications received in the prescribed proforma (in duplicate) may be forwarded alongwith attested copies of ACR/APARs for the last five years and Vigilance Clearance/ Integrity Certificate, to the Assistant Registrar, Income Tax Appellate Tribunal, 3rd & 4th Floor, Old CGO Bldg., Prathistha Bhavan, M.K. Marg, Mumbai - 400020 and email on admin.ho@itat.nic.in within 30 days from the date of publication of advertisement in Employment News.
7. The Competent Authority may forward the applications of only those candidates who could be spared immediately in the event of their selection. Applications received after the last date or without up-to-date APARs or otherwise found incomplete, will not be entertained. However, in genuine cases late applications may also be considered, if the delay is explained by reasonable cause.
8. The applications, complete in all respects, may be forwarded to the address mentioned above or to the nearest station/ Bench(es) of Income Tax Appellate Tribunal.

This issues with the approval of the Competent Authority.

NOTE: -

- (i) Incomplete application will not be considered.
- (ii) No TA/ DA will be admissible to the candidate(s) during the Selection process.
- (iii) The pay in respect of candidate selected on deputation basis shall be fixed as per the recommendation of the 7th CPC.
- (iv) Applications if any, of the candidates working in private organization/ company will not be entertained.
- (v) The number of vacancies is provisional and ITAT reserves the right to vary the number of posts depending upon the requirement.
- (ii) ITAT reserves the right to fill up the posts or cancel the advertisement in whole or part without assigning any reason.
- (iii) ITAT also reserves the right to post the candidates appointed in any of its Bench(es) located anywhere in India.


(BIJU P.K.)
ASSISTANT REGISTRAR

To,

- (1) All Central Government offices.
- (2) Computer Section for uploading on ITAT website.

ANNEXURE – I

**PROFORMA FOR APPLYING FOR THE POST OF
DEPUTY REGISTRAR - GROUP 'A' (GAZ.) (ON DEPUTATION BASIS)
IN THE INCOME TAX APPELLATE TRIBUNAL**

1. Name and Address in Block Letters
2. Date of Birth (in Christian Era)
3. Date of Retirement under Central Govt. rules
4. Whether belongs to SC/ST.
5. Date of return from last Deputation, if any.
6. Educational Qualifications
7. Whether educational and other Qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one Prescribed in the rules, state the Authority for the same.

fix latest passport size photo

	Qualifications/ experience required	Qualifications/ experience possessed by the Officer
Essential	1.	
Desired	2.	

8. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
9. Details of employment in chronological order, duly authenticated by your signature, (enclose a separate sheet) if the space below is insufficient

Office/ Institute Organization	Post held	Period		Scale of Pay and Basic Pay	Nature of Duties
		From	To		
1	2	3	4	5	6

10. Nature of present employment
**i.e. ad-hoc or temporary or
quasi-permanent or permanent.**

11. In case the present employment is held on deputation/ contract basis, please state:
 - (a) The dated of initial appointment
 - (b) Period of appointment on deputation/contract.
 - (c) Name of the parent office/ organization to which you belong
12. Additional details about present employment
13. Total emoluments per month presently drawn
14. Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
15. Mention at least three Bench(es)/stations of the I.T.A.T., in order of preference, where you would like to be appointed/posted.
 - i) _____
 - ii) _____
 - iii) _____
16. Remarks, if any.

Date:
Place:

Signature of the candidate
Address with Pin code _____
Mobile No. & email id _____

CERTIFICATION BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY

1. The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possesses educational qualifications and experience mentioned in the vacancy circular.
2. Also certified that:
 - (i) There is no Vigilance or disciplinary case pending/ contemplated against Shri/ Smt./ Ms.
 - (ii) His/ her integrity is certified.
 - (iii) Photocopies of the APARs for the last 5 years duly attested by an Officer of the rank of Under Secretary to the Govt. of India or above are enclosed.
 - (iv) No major/ minor penalty has been imposed on him/ her during the last 10 years OR a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be).
 - (v) The candidate(s) will be relieved immediately in the event of selection.

COUNTERSIGNED
(Employer/ Cadre Controlling Authority with Seal)