Annexure-I

PROFORMA FOR APPLYING FOR THE POST OF

SENIOR PRIVATE SECRETARY/ PRIVATE SECRETARY IN THE

INCOME TAX APPELLATE TRIBUNAL

In response to Advertisement published on the Website/ Employment News/ Circulated in government offices (please strike out whichever is not applicable).

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1. Name and Address (with pin code) in Block Letters :

2. Date of Birth (in Christian Era)   :

3. Date of Retirement under Central/State Govt. rules   :

4. Educational Qualifications   :

5. 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.)

Posts	Qualifications/ experience required	Strike out whichever is not applicable
Senior Private Secretary	(a) Officers under the Central or State Government (i) Holding analogous post on regular basis in the parent cadre or department **OR** (ii) With 3 years' service in the Private Secretary grade rendered after appointment thereto on a regular basis in the scale of ₹ 6500-10500/- or equivalent in the parent cadre or department.	Yes/ No If yes, please specify:
	(b) Possess a speed of 120 wpm in English shorthand.	Yes/ No
	(c) Working knowledge of computers, having knowledge to operate upon the software like Microsoft Office, Excel or Pagemakers.	Yes/ No
Private Secretary	(a) Officers under the Central or State Government (i) Holding analogous post on regular basis in the parent cadre or department **OR** (ii) With 3 years' regular service in the pay scale of ₹ 5500-9000/-	Yes/ No If yes, please specify:
	(b) Possess a speed of 120 wpm in English shorthand.	Yes/ No
	(c) Working knowledge of computers, having knowledge to operate upon the software like Microsoft Office, Excel or Pagemakers.	Yes/ No
	(d) Degree of a recognized University or equivalent.	Yes/ No

6. Please state clearly whether in the light
   of entries made by you above, you meet
   the requirements of the post.

7. Details of employment in chronological
   Order enclose a separate sheet, duly
   authenticated by your signature,
   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.

8. Nature of present employment i.e. ad-hoc or   :
temporary or quasi-permanent or permanent
In case the present employment is held on
deputation/contract basis, please state: -

    a. The date of initial appointment.   :

    b. Period of appointment on deputation/contract. :

    c. Name of the parent offices/organization to   :
       which you belong.

d. Additional details about present employment

    a. Central Government   :

    b. State Government   :

e. Total emoluments per month now drawn   :

9. 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.

10. Whether belongs to SC/ST.   :

11 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) _____

12. Mobile No. and email id:

13. Remarks.

Date:

Place:

Signature of the candidate

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)