



आयकर अपीलीय अधिकरण
केंद्रीय सरकार कार्यालय भवन, "प्रतिष्ठा भवन",
चौथा तल, महर्षि कर्वे मार्ग, मुंबई 020 400-
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फाइल सं. 301-एडी/एटी/2024

दिनांक 11th July, 2024

VACANCY CIRCULAR

Applications are invited from the eligible candidates in the prescribed proforma enclosed herewith as Annexure –I for filling up 12 vacancies of Senior Private Secretaries (Group 'B' Gazetted) in the Level - 8 and 20 vacancies of Private Secretaries (Group 'B' Gazetted) in the Level-7 **on deputation basis** at the following Benches of the Income Tax Appellate Tribunal: -

SI. No.	Post	Bench	No. of posts
1	Senior Private Secretary	Mumbai	2
		Lucknow	2
		Allahabad	1
		Kolkata	2
		Jabalpur	1
		Guwahati	1
		Ranchi	1
		Agra	1
		Rajkot	1
2	Private Secretary	Mumbai	3
		Delhi	3
		Pune	1
		Nagpur	1
		Agra	1
		Lucknow	1
		Allahabad	1
		Chandigarh	2
		Ranchi	1
		Chennai	1
		Hyderabad	1
		Jaipur	1
		Indore	1
Ahmedabad	1		
Bangalore	1		

Though the initial postings are likely to be at the stations shown above, the ITAT reserves the right to post the candidates so appointed in any of its Bench(es) located across India, if exigency so warrants.

2. ELIGIBILITY CRITERIA

2.1 FOR SENIOR PRIVATE SECRETARIES

A) **Officers under the Central Government and 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;

and

- B) Possessing a speed of 120 word per minute in English shorthand and must have working knowledge of computers, having knowledge to operate upon the software like Microsoft Office, Excel or Page makers.

Period of Deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of the receipt of applications.

* The pay scale of ₹ 6500-10500 has been revised to Level -6 (35400-112400) of the pay matrix in the VIIth CPC.

2.2. FOR PRIVATE SECRETARIES

A) **Officers under the Central Government and 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/-*;

and

- B) Possessing a speed of 120 word per minute in English shorthand and must have working knowledge of computers, having knowledge to operate upon the software like Microsoft Office, Excel or Page makers.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall not exceed 56 years, as on the closing date of the receipt of applications.

* The pay scale of ₹5500-9000/- has been revised to Level - 6 (35400-112400) of the pay matrix in the VIIth CPC.

3. Initially the tenure of deputation will be for a period of 1 year which shall be further extendable as per notified Recruitment Rules subject to satisfactory performance and consensus of all three parties (officer, borrowing department and lending department).
4. The terms and conditions of deputation including the pay of the officer selected on deputation will be governed by DoPT's O.M. No. 6/8/2009-Estt.(Pay II) dated the 05th January, 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. The selected Officers are liable to be transferred to any Bench/Benches of the Tribunal located at various places in India, if exigency so warrants.
7. Eligible officers may forward their applications to ***“Shri V.K. Singhal, Deputy Registrar, Income Tax Appellate Tribunal, 3rd & 4th Floor, Pratishtha Bhavan, Old CGO Building, Maharshi Karve Marg, Mumbai – 400 020”***, in the prescribed proforma (Annexure-I) in duplicate through proper channel **within 60 days from the date of the Vacancy Circular**, alongwith the attested copies of ACRs of last 5 years and the following certificates from the competent authority:
 - (a) Certificate to the effect that the particulars furnished in the application are correct.
 - b) Certificate to the effect that no disciplinary proceedings are either pending or contemplated against the applicant.
 - c) Certificate regarding Integrity of the applicant.
8. The Competent Authority may forward the applications of those officers only who could be spared immediately in the event of their selection. Applications received after the last date or without upto date ACR Dossiers 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.

This issues with the approval of the Competent Authority.

NOTE:-

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

V.K. SINGHAL
11.7.2024
(V.K. SINGHAL)
DEPUTY REGISTRAR

To,

1. Computer Section for uploading on ITAT website.
2. All Benches of ITAT with the request to give wide publicity to the Vacancy Circular by displaying the same on their respective Notice Boards and also circulating to the Central/ State government offices in their regional jurisdiction.