



Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
10th Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.
Tel. No. 040 – 23425474, 23241427 Fax: 040 23240403

F. No. Pr.CCIT/Estt/Circulation/2022-23

Date:08.09.2022

VACANCY CIRCULAR

Sub: Filling up of various posts of Senior Field Officer (GD) in Cabinet Secretariat, Level 10 on deputation basis – Reg.

Ref: Letter received from Income Tax Officer, CMD-III (2) (HRD), New Delhi dated: 26.08.2022.

Please find enclosed herewith the above referred letter received from Income Tax Officer, CMD-III(2) (HRD), New Delhi, regarding filling up various posts of Senior Field Officer (GD) on **DEPUTATION BASIS**, in respect of Group 'B' & 'C' officer/officials in Cabinet Secretariat, New Delhi for circulation.

In this connection, I am directed to request interested officers/officials to send their nominations through their head of the office on the email Id hyderabad.dcit.hq.admin@incometax.gov.in.

Yours faithfully,


(Thamba Mahendra)

Dy. Commissioner of Income Tax
(Hqs)(Admn)
O/o.Pr.CCIT, AP&TS, Hyd.

Encl: As above.

To

All the Heads of Offices, AP & Telangana Region.

To be uploaded on the website www.incometaxhyderabad.gov.in

सरकार भारत / Government of India
विभाग वित्त / Ministry of Finance
आयकर विभाग / Income Tax Department
29 AUG 2022
सं आ.आ. (मुख्य) (प्रशा. एवं वित्त)
मुख्य आयकर आयुक्त एवं कार्यलय इंदौर
O/o. the JCIT(Hqs)(Admin & Vg) Pr. CCIT, Hyderabad



Government of India/Ministry of Finance
Department of Revenue/Central Board of Direct Taxes
Directorate General of Income-tax (HRD)
1st Floor, Jawaharlal Nehru Stadium,
Gate No. 1, New Delhi - 110003

सरकार भारत / GOVERNMENT OF INDIA
विभाग वित्त / MINISTRY OF FINANCE
आयकर विभाग / Income Tax Department
46570
29 AUG 2022
Dated: 26.08.2022
O/o. Pr. Chief Commissioner, Income Tax
10th Floor, A.C. Guards Towers
A.C. Guards

F.No.154/002/2022-CMD-III (2)/3870

To,
All Pr. Chief Commissioners of Income Tax, (CCA)/
Pr. Director Generals of Income Tax/
Director Generals of Income Tax (attached Directorates)

Madam/Sir,

Sub: Filling up of post of Senior Field Officer (GD) in Cabinet Secretariat, Level-10 on deputation basis - regarding.

Kindly refer to the above.

2. In this regard, the undersigned is directed to enclose vacancy circular issued vide F. No. 96/01/2022-Pers. 1B dated 05.08.2022 of Joint Secretary, Cabinet Secretariat, CGO Complex, Lodhi Road, New Delhi-110003 regarding filling up the post of Senior Field Officer (GD) in Cabinet Secretariat, Level-10 on deputation basis.

3. The undersigned is further directed to inform that the cadre clearance for suitable/willing officers/officials may processed from the office of Pr. CCsIT(CCA) of the respective regions and names forwarded to the Borrowing Authority directly as the Cadre Control Authority in respect of Group "B" & "C" officers/officials is the respective Pr. CCsIT(CCA).

Encl: As above

Yours faithfully,

(K. R. Philips)
Income Tax Officer, CMD-III (2)
(HRD), New Delhi.

4295
T.C. (Admin)

J.C. (Admin)

Chandra Sekh
Not to be circulation by

FTS-27781120
SS05 DUA PS

No. 96/01/2022-Pers.1B 2148
Government of India,
Cabinet Secretariat,
Room No. 1001, B1 Wing,
Pt. Deen Dayal Antyodaya Bhavan,
CGO Complex, Lodhi Road,
New Delhi-110003, the... 05/08/2022

Ca (M) in sub
m(A)

CIRCULAR

Subject: Deputation to the post of Senior Field Officer (GD) in Cabinet Secretariat on deputation basis

It is proposed to induct appropriately qualified and experienced officials from various organizations to fill few vacancies in the rank of Senior Field Officers (GD) (Group A gazetted) in Cabinet Secretariat on deputation basis to meet our urgent operational/ functional requirements.

2. The eligibility requirement for the said post as mentioned in the Recruitment Rules of this organization are given below:-

- a) Educational qualification:- Bachelors degree from a recognized University.
- b) Pay Details:- The above post carries pay in Level-10 of Pay Matrix.

Handwritten initials and marks.

DDIT (CMD)-III (HRD)	DDIT (CMD)-III (1)	DDIT (CMD)-II (2)	ITO (CMD)-III (1)	ITO (CMD)-III (2)
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Eligibility criteria:- Officers of the Central Government/State Government or organization holding analogous post on regular basis or with five years' regular service in Pay level 8 of Pay Matrix, shall not exceed 56 years as on closing date.

Handwritten signature and date 23/8.

e) Terms and condition of deputation:-

- i) The selected candidates will be entitled to the normal deputation terms as admissible under the Central Government Rules in terms of DoP&T O.M. No.6/8/2009-Estt.(Pay II) dated 17.06.2010.
- ii) The selected candidates will be on deputation initially for a period of 04 years which is further extendable in accordance with Recruitment Rules of this Organisation. While on deputation, they will also be eligible for payment of special allowance @20% of Basic Pay. However, no deputation allowance is payable along with Special Allowance.
- iii) The selected candidates will have all India transfer liability.

Handwritten notes: 27/8, P.D. (HRD)

प्र. आयकर महानिदेशक (मा. सं. वि.)	दिनांक 22/08/2022
अ. आयकर महानिदेशक (मा. सं. वि.)	
आ. आयकर महानिदेशक (मा. सं. वि.)	
आयकर अधिकारी (मु.)	
निजी सहायक	

Pa-DC

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अपर आयकर महानिदेशक (मा. सं. वि.)	दिनांक 22/08/2022
अपर आयकर निदेशक (मा. सं. वि.)-1	
अपर आयकर निदेशक (मा. सं. वि.)-2	
आयकर अधिकारी (मु.)	
निजी सहायक	

Handwritten notes: 22/8/22, 27/8/22, 27/8/22

3. The duly completed applications in the enclosed format (Annexure-I) from eligible officers only be forwarded to the undersigned at the earliest along with the following:-


(a) Complete and up-to-date ACRs of the officers for the last 5 years or photocopies thereof duly attested by an officer not below the rank of Under Secretary, or equivalent on each page. Photocopies of ACRs not attested by an officer of the rank of Under Secretary or equivalent shall not be accepted.

(b) Certificate by the Administrative Authority as per format given at Annexure-II.

4. While forwarding the application, it may be certified that the particulars furnished by the officer are correct. It may also be certified that there is no doubt about the integrity of the officer and that no disciplinary case is either pending or being contemplated against the officer.

5. It is requested that nomination from suitable/eligible officers fulfilling the aforesaid eligibility criteria and have keen interest in security issues and international affairs especially in the field of gathering intelligence and security management may please be forwarded to the undersigned.

Encls:- As above


(Anand Kumar Somani)
Joint Secretary 4/08/22

1. The Chairman, NTRO, Block-III, Old JNU Campus, New Delhi-110067
2. The Director, CBI, Lodhi Road, New Delhi-110003
3. The Chairman, Narcotics Control Bureau, West Block no. 1, Wing no.5, R.K. Puram, New Delhi-110066
4. Pr. Addl. DG, Directorate of Revenue Intelligence, MoF, North Block, New Delhi-110011
5. SP (Admn), National Investigation Agency, Lodhi Road, New Delhi-110003
6. The Chairman, Central Board of Direct Taxes, MoF, North Block, New Delhi-110011
7. The Chairman, Central Board of Indirect Taxes & Customs, MoF, North Block New Delhi-110011

BIO-DATA/ CURRICULUM VITAE PROFORMA

Annexure-I

1	Name and Address (in Block Letters) Father's Name	:				
2	Date of Birth (in Christian era)	:				
3	i) Date of entry into service	:				
	ii) Date of retirement under Central/ State Government Rules.	:				
4	Educational Qualifications.	:				
5	Whether educational and other qualifications required for the post are satisfied. (If any, as equivalent to the one prescribed in the Rules, state the authority for the same)	:				
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular			Qualifications/ Experience possessed by the officer			
Essential			Essential			
A)	Qualification		A)	Qualification		
B)	Experience		B)	Experience		
Desirable			Desirable			
A)	Qualification		A)	Qualification		
B)	Experience		B)	Experience		
5.1 Note:	This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.					
5.2	In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.					
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	:				
6.1 Note:	Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/ institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for
<p>* Important : Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade pay/ pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay band and Grade pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>						

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Office/ institution	Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	To
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi- Permanent or Permanent	:	
9.	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 office/ organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organisation but still maintaining a lien in his parent cadre/ organisation.</p>			
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	:	
11.	Additional details about present employment:	:	
	Please state whether working under (indicate the name of your employer against the relevant column)	:	
	a) Central Government	:	
	b) State Government	:	
	c) Autonomous Organization	:	
	d) Government Undertaking	:	
	e) Universities	:	
	f) Others	:	
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	:	
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	:	
14.	Total emoluments per month now drawn	:	
Basic Pay in the PB		Grade Pay	Total Emoluments

Contd...

15.		In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment		Dearness Pay/ Interim relief/ other Allowances etc., (with break-up details		Total Emoluments
16.A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circulated / Advertisement)		:	
(Note: Enclose a separate sheet, if the space is insufficient)				
16.B	Achievements		:	
The candidates are requested to indicate information with regard to:				
(i)	Research publications and reposts and special projects		:	
(ii)	Award/ Scholarships/ Official appreciation		:	
(iii)	Affiliation with the professional bodies/ institutions/ societies and		:	
(iv)	Patents registered in own name or achieved for the organisation		:	
(v)	Any research/ innovative measure involving official recognition		:	
(vi)	Any other information		:	
(Note: Enclose a separate sheet if the space is insufficient)				
17.	Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis. # (Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract).		:	

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	# (The option 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").
18.	Whether belongs to SC/ST

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

Certificate by the Administrative Authority

1. Certified that the particulars furnished by the officer have been checked from available records and found correct.
2. Certified that the applicant is eligible for the post applied as per terms and conditions mentioned in the advertisement.
3. Certified that no vigilance/ disciplinary case is either pending or contemplated against the applicant.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
6. Up-to-date CR dossier of the applicant/ photocopies of ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary/ equivalent or above are enclosed.
7. In case of selection of the officer, he will be relieved of duties from this office.

Signature:

Name:

Designation:
(Not below the rank of Under Secretary)

Tele No.

(Office Stamp)

Date:

Place: