



कार्यालय प्रधान मुख्य आयकर आयुक्त,  
आन्ध्र प्रदेश व तेलंगाना, हैदराबाद  
Office of the Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana, Hyderabad,  
दसवीं तल, आयकर शिखर/ 10<sup>TH</sup> Floor, Income Tax Towers,  
ए.सी. गार्ड्स, हैदराबाद/ AC Guards, Hyderabad – 500 004,  
टेलि.नं./Tel. No. 040 – 23425474, फैक्स/ Fax 040-23241427

F. No.Pr. CCIT/Training/Estt/2018

Date: 12 . 09.2018.

To

All the PrCsIT/Pr.DsIT Addl.CsIT/JCsIT/DCsIT/ACsIT/ADsIT,  
In the AP & TS Region,  
Hyderabad.

Sir/Madam,

Sub: Filling up the vacancy for the post of 03(three) Enquiry Officers,  
01(one) Private Secretary , 03(three) Stenographers Gr-U and  
01(one) UDC in the IncomeTax Settlement Commission,  
Addl.Bench, Kolkata on deputation baisi-matter – For Circulation -  
Regarding.

Ref: Income Tax Settlement Commission (IT & WT) letter dated:  
28.08.2018 in F.No.SC/KOL/AB/14/4/2014-15/1581-1615.

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Please refer to the above.

I am directed to forward herewith the Circular calling for willingness for filling up the vacancy for the post of 03(three) Enquiry Officers, 01(one) Private Secretary , 03(three) Stenographers Gr-I and 01(one) UDC in the IncomeTax Settlement Commission, Addl.Bench, Kolkata on deputation basis. I am further directed to inform that the Officers/Officials who are willing to join the Commision may please forward their applications in the prescribed proforma within 90 days from the date of publication.

Yours faithfully,

(K. H. KRISHNAN)  
Administrative Officer(Estt.)  
O/o Pr.CCIT, AP & TS, Hyderabad

Encl: As above

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सत्यमेव जयते

GOVERNMENT OF INDIA

INCOME TAX SETTLEMENT COMMISSION (IT & WT)

ADDITIONAL BENCH

10-C, MIDDLETON ROW, 2<sup>ND</sup> FLOOR

KOLKATA - 700 071



उप आयकर आयुक्त (मु.) (प्रशि)  
कार्य, प्रशासन आ. आ. प्र. व. तेलंगाना

04 SEP 2018

DCIT (H.Qrs.) (Admn.)  
O/o. Pr. Chief Commissioner of Income Tax  
A. P. & TELANGANA

OFFICE TEL: 2265-1176

EPABX No: 2265-5841

F.No. SC/KOL/AB/14/4/2014-15/ 1581-1615

Date: 28.08.2018

To

1. The Pr. Chief Commissioner of Income Tax ,  
Odisha Region/ Pune Region/ Rajasthan Region/  
Tamil Nadu Region/ Uttar Pradesh (East)/ Uttar Pradesh (West)/  
West Bengal & Sikkim Region/ Andhra Pradesh & Telangana Region/  
Bihar & Jharkhand Region/ Delhi Region/ Gujarat Region/  
Karnataka & Goa Region/ Kerala Region/ Madhya Pradesh & Chattisgarh/  
Mumbai Region/ Nagpur Region/ North East Region/ North West Region/  
Intl. Tax & TP , New Delhi /
2. The Pr. Director General of Income Tax,  
Administration & TPS, New Delhi/ Systems , New Delhi / HRD , New Delhi /  
Logistics , New Delhi / Legal & Research, New Delhi /  
Vigilance (CVO) , New Delhi / (Training) NADT, Nagpur/

Attn:- ACIT / DCIT, Hqrs. of respective charges.

Sub :- Filling up the vacancy for the posts of 03 (three) Enquiry Officers, 01 (one) Private Secretary, 03 (three) Stenographer Gr - I and 01 (one) Upper Division Clerk in the Income Tax Settlement Commission, Addl. Bench, Kolkata on deputation basis - matter reg.

Sir / Madam,

I am directed to forward herewith a vacancy Circular for the posts of 03 (three) Enquiry Officers (Group-B Non-Gazetted), 01 (one) Private Secretary (Group-B Gazetted), 03 (three) Stenographer Gr - I (Group-B Non-Gazetted) and 01 (one) Upper Division Clerk (Group-C Non-Gazetted) in the office of the Income Tax Settlement Commission, Addl. Bench, Kolkata, which will be filled up on deputation basis for wide circulation amongst all eligible officers or staff members under your charge.

Encl.:- as above

Yours faithfully,

(Sandeep Chaube)

Secretary

Bhish Chaube

F.No. SC/KOL/AB/14/4/2014-15


GOVERNMENT OF INDIA  
INCOME TAX SETTLEMENT COMMISSION(IT & WT),  
Additional Bench,  
10-C, Middleton Row, 2<sup>nd</sup> Floor.  
Kolkata.

CIRCULAR

Applications are invited for filling up the following vacant / likely to be vacant posts in the Additional Bench of Income Tax Settlement Commission at Kolkata, on deputation basis.

Sl.No	Name of the Post	No. of Post	Pay Level as per 7 <sup>th</sup> CPC Pay Matrix.	Classification of Posts
1.	Private Secretary ( vacant )	1 (one)	Level-7 (Grade Pay of Rs.4,600/-)	Group – 'B' (Gazetted)
2.	Stenographer Grade – I (vacant)	3 (three)	Level-6 (Grade Pay of Rs.4,200/-)	Group – 'B' (Non-Gazetted)
3.	Enquiry Officer (Two posts are vacant and one post is likely to be vacant)	3 (three)	Level-6 (Grade Pay of Rs.4,200/-)	Group – 'B' (Non-Gazetted)
4.	Upper Division Clerk (vacant)	1 (one)	Level-4 (Grade Pay of Rs.2,400/-)	Group – 'C' (Non-Gazetted)

The eligibility criteria and the Application Proforma are available in our website [www.itscindia.gov.in](http://www.itscindia.gov.in)

  
(N. R. Chowdhury)  
Administrative Officer


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

**Officers under the Central Government**

- I. Private Secretary
- i. Holding analogous posts, or
  - ii. Stenographer Grade – I in the pre-revised Pay Scale of Rs. 9,300-34,800 with Grade Pay of Rs. 4,200/- with 5 years' regular service in the grade or equivalent in the parent cadre of department.
- II. Stenographer Grade – I
- i. Holding analogous posts on regular basis, or
  - ii. Stenographer Grade – II in the pre-revised Pay Scale of Rs. 5,200-20,200 with Grade Pay of Rs. 2,400/- with 10 years' regular service in the grade
- III. Enquiry Officer
- i. Inspector of Income Tax; or
  - ii. Assistant of the Central Secretariat Service with experience of working related 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.
- IV. Upper Division Clerk
- i. Holding analogous post on regular basis in the Parent cadre or department; or
  - ii. Lower Division Clerks with 8 years' regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised pay scale of Rs.(5,200 – 20,200) with Grade Pay of Rs. 1,900/- in the parent cadre or department.

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 along with photocopies of their APARs for the last five years duly attested by the Gazetted Officer alongwith vigilance clearance and major / Minor penalty statement for the last 10 years if any, to the Secretary, Income Tax Settlement Commission, Addl. Bench, 10C, Middleton Row, 2<sup>nd</sup> floor, Kolkata within 90 days from the date of publication. Applications not accompanying APARs / Vigilance Clearance or otherwise incomplete are liable to be rejected. While forwarding the applications if may please be ensured that the age of the applicants does not exceed 56 years as on closing date of receipt of applications.

  
(N. R. Chowdhury)  
Administrative Officer