



**GOVERNMENT OF INDIA**  
**INCOME-TAX DEPARTMENT**

ANDHRA PRADESH & TELANGANA,  
I.T.Towers, A.C.Guards, Masab Tank, Hyderabad – 500004.

**RECRUITMENT OF MERITORIOUS SPORTS PERSON**

The Principal Chief Commissioner of Income-tax, Andhra Pradesh & Telangana, Hyderabad, invites applications for recruitment of meritorious sports persons in different games/ sports. The recruitment will be made in the following posts.

Name of the post	No. of vacancies	Pay (Rs)
Income-tax Inspectors (PB-II)	8	9,300 -34,800 + Grade Pay 4,600
Tax Assistants (PB-I)	10	5200 – 20,200 + Grade Pay 2,400
Stenographers Gr.II (PB-I)	9	5200 – 20,200 + Grade Pay 2,400
Multi Tasking Staff (PB –I)	9	5200 – 20,200 + Grade Pay 1,800

The selected candidates would also be entitled to all the allowances as applicable to Central Government employees.

The application form along with the terms and conditions and instructions to the candidates should be downloaded from the Department's website [www.incometaxhyderabad.org](http://www.incometaxhyderabad.org) (**Establishment/Download**). The application form can also be obtained in person from the office of PRO, Income-tax Towers, AC Guards, Hyderabad and office of PRO, Aayakar Bhavan, Dabagardens, Visakhapatnam. No request for copies of application to be sent by post will be entertained.

The application form duly filled in all respects should be submitted in a closed cover super-scribed with the words "Application for recruitment of meritorious sports persons in Income-tax Department -2015" and addressed to the

Dy. Commissioner of Income-tax (H.Qrs)(Admn),  
O/o the Principal CCIT, A.P & Telangana, Hyderabad,  
Room No.1047, 10<sup>th</sup> Floor, 'D' Block,  
Income-tax Towers, AC Guards, Hyderabad - 500004.

The applications may be sent either by post or in person so as to reach the above address by **31-07-2015** (5.45 PM). (07.08.2015 for candidates domiciled in North Eastern States, Andaman & Nicobar, Lakshdweep and Jammu & Kashmir). The applications received after the last date will not be entertained.

Sd/-

Dy. Commissioner of Income-tax (H.Qrs)(Admn),

**RECRUITMENT OF MERITORIOUS SPORTS PERSONS IN  
INCOME-TAX DEPARTMENT, ANDHRA PRADESH & TELANGANA**  
**Terms and Conditions & Instruction to the candidates**

1. Candidates should read the under mentioned terms and conditions and instructions carefully before filling up the form.
2. The application should be strictly as per the proforma prescribed.
3. The application should be filled up in Block Letters in English using ink pen or ballpoint pen preferably Black ink.
4. The applicant should clearly indicate the post to which he/she is applying for by marking (✓) in the appropriate box mentioned in the application form. In case he/she is applying for more than one post, he/she should place (✓) in the respective boxes. Failure to indicate the post(s) will make his/her application liable for rejection without any further correspondence. Only one application should be submitted by a candidate. **If any candidate submits more than one application, all the applications will be summarily rejected.**
5. The applicant should submit his/her 4 recent passport size colour photographs. 1 photograph should be affixed in the space provided in the application and the remaining 3 photographs should be attached to the application after writing the name of the candidate on the back side of the photograph.
6. The applicant also should enclose one self addressed post card.
7. The applicant should properly fill up Annexure-A and attach the same to the application.
8. The applicant should submit along with the application, the under mentioned Forms duly filled up and signed by the respective sports authorities as mentioned in the Forms.
  - (i) Form -1 (Annexure B/1) for representing India in an International competition
  - (ii) Form -2 (Annexure B/2) for representing a State in a national competition
  - (iii) Form -3 (Annexure B/3) for representing University in the Inter-University Competition
  - (iv) Form -4 (Annexure B/4) for representing State School team in National Games for Schools.
  - (v) Form -5 (Annexure B/5) for awardees in physical efficiency performances conducted by Ministry of Education and Social Welfare

9. The application should be accompanied by **fee of Rs 100/- payable by way of Demand Draft or Bankers Cheque, in favour of "ZAO, CBDT, Hyderabad"**. However, candidates belonging to SC/ST category and women candidates are exempt from payment of fee.
10. Age and educational qualifications for different posts are as under:

Post	Age (Minimum – Maximum)	Educational qualifications
Inspectors (ITI) (PB-II)	18 - 27	Graduation from a recognized University
Tax Assistants (TA)(PB-I)	18 - 27	Graduation from a recognized University
Stenographers, Gr.II(PB-I)	18 - 27	Intermediate or 12 <sup>th</sup> Standard
Multi Tasking Staff (MTS)(PB-I)	18- 25	Matriculation or equivalent

The age limits will be reckoned as on 01-01-2015. The candidate should note that the date of birth as recorded in the Matriculation/SSC or equivalent certificate will only be accepted as proof of age. The upper age limit is relaxed as under for different categories as per Government of India's Instructions:

- (a) Unreserved candidates : 5 years
- (b) OBC candidates : 8 years
- (c) SC/ST candidates : 10 years
- (d) Central Government employees who have atleast put in 3 years continuous service : 3 years in addition to relaxation as above.

11. The candidates should also possess the required educational qualifications as on 01-01-2015.

12. The number of vacancies proposed to be filled is as under :

Post	No. of vacancies
Income-tax Inspectors (ITI)(PB-II)	8
Tax Assistants (TA)(PB-I)	10
Stenographers Gr-II(PB-I)	9
Multi Tasking Staff (MTS)(PB-I)	9

13. It is proposed to recruit meritorious sports person who have participated in the recognized tournaments/meets in the under mentioned sports/games in the calendar years 2014, 2013, 2012 and 2011. The details of sports/games and the vacancies earmarked are as under:-

SL NO	GAME	MEN	TOTAL
1	ATHLETICS (Men)	Pole Vault/10000m/5000m	2
2	ATHLETICS (Women)	Pole Vault/10000m/5000m	2
3	KABADDI(Men)	Left Corner/Left In/Right Corner/Right In/ Left Cover/Right Cover/ Centre man/ Raider/All-rounder/Defender	7
4	BASKET BALL(Men)	Shooting Guard/Point Guard/Center/Small Forward/Power Forward	7
5	CRICKET(Men)	Opening Batsman/Middle Order – 2, All-Rounders – 2, Medium Pacer – 1, Spinner – 1.	6
6	HOCKEY(Men)	Forwards – 2, Full Back – 1, Half – 1.	4
7	VOLLEYBALL(Men)	Blockers- 2, Counter attack – 1	3
8	CARROMS(Women)		1
9	SWIMMING(Men)		1
10	SWIMMING(Women)		1
11	WEIGHT LIFTING/POWER LIFTING(Men)		1
12	WEIGHT LIFTING/POWER LIFTING(Women)		1
	TOTAL		36

\*Nine posts of Stenographer have not been earmarked for any particular discipline. The selected applicants will be recruited from any of the disciplines as per availability.

**Note:**

(a) No posts of ITI/TA/MTS have been reserved for any particular game/sport. Candidates will be recruited for a particular post based on their ranks obtained in the recruitment process. Depending upon the availability of meritorious sports persons, the vacancies earmarked for a discipline as above will be varied as per decision of Recruitment Committee. It is clarified that if sportspersons of comparatively sufficient merit are not available, the vacancies ear marked for that sport/game will be filled with meritorious sports persons from any other sport/game mentioned in the list above.

(b) The candidate, male or female, applying for the post of Stenographer may apply for any discipline mentioned above.

(c) For the 2 posts earmarked for Athletics for men and women, the candidates whose events are Pole Vault/10,000 mtrs./5,000 mtrs will be considered. However, if athletes of sufficient merit are not available in these earmarked events, then the vacancies will be filled by athletes from any other event.

(d) Out of the 7 posts earmarked for Kabaddi, players who are Raiders/Defenders/Allrounders who play Left Corner/Left In/Right Corner/Right In/Left Cover/Right Cover/Centre man, 1 in each position will be considered. For this, necessary certificate from the Secretary or other responsible official of the Sports body has to be submitted by the candidate. However, if players of sufficient standards in these positions are not available, then other players will be considered for filling up these earmarked vacancies.

(e) Out of the 7 posts earmarked for Basket Ball 1 in each position of Shooting guard/Point Guard/Center/Small Forward/Power Forward will be considered. The remaining 2 vacancies will be filled in the same order of priority.

(f) Out of 6 posts earmarked for Cricket, 2 posts are reserved for opening batsman/Middle Order, 2 for All rounders, 1 for Medium Pacer and 1 for spinner. For this, necessary certificate from the Secretary or other responsible official of the Sports body has to be submitted by the candidate. However, if players of sufficient standards in these positions are not available, then other players will be considered for filling up these earmarked vacancies.

(g) Out of the 4 posts earmarked for Hockey, 2 posts are reserved for candidates who are forward players, 1 post is reserved for candidate who plays at the position of full back and 1 post is reserved for candidate who plays at position of Half. For this, necessary certificate from the Secretary or other responsible official of the Sports body has to be submitted by the candidate. However, if players of sufficient standards in these positions are not available, then other players will be considered for filling up these earmarked vacancies.

(h) Out of the 3 posts earmarked for Volley Ball, 2 posts are reserved for candidates who are blockers and 1 post is reserved for Counter Attacker. For this, necessary certificate from the Secretary or other responsible official of the Sports body has to be submitted by the candidate. However, if players of sufficient standards in these positions are not available, then other players will be considered for filling up these earmarked vacancies.

14. (a) The recruitment process will be in two phases. In the first phase, all the applicants will be ranked, as per their option of the post applied for, based on their current form and achievements in sports and games
- (b) It is clarified that field trials, etc will be conducted, as mentioned in Para -17, to check the fitness levels of the candidates and these tests will be for testing the current fitness. The performance in the field trials will also count for ranking purpose. However, the candidates who are not found fit in the field trials will not be considered for appointment.
- (c) The current form will be evaluated based on the year of participation in recognized tournaments/events in the calendar years 2014, 2013, 2012 and 2011 for which details should be furnished as per Annexure-A.
- (d) The proficiency will be evaluated on the basis of their participation in recognized tournaments/events and their achievements in the said tournaments/events. The tournaments/events will be evaluated in the following descending order of importance.
- (i) International Tournaments/Events of universal importance like Olympics, World games, etc.
  - (ii) International Tournaments/Events of Regional Importance like Asian Games, Commonwealth games, Afro-Asian Games, etc.
  - (iii) Other International Tournaments/Events of local importance
  - (iv) Domestic Tournaments/Events of National Level of Seniors like National Games, National Federation Games, Ranji Trophy, etc
  - (v) Domestic Tournaments/Events of National Level of Juniors
  - (vi) Inter-University Tournaments
  - (vii) National School Games
  - (viii) National Physical efficiency drive certificate holders
- (e) While evaluating the achievements in the Tournaments/Events as mentioned above, Gold Medal winners/1<sup>st</sup> place winners will have more weightage than Silver Medal Winners/2<sup>nd</sup> place winners. Similarly Silver Medal Winners/2<sup>nd</sup> place winners will have more weightage than Bronze Medal Winners/3<sup>rd</sup> place winners. Participants in International Tournaments/Events will also be given weightage even if they have not secured any place. However, no weightage will be given to only participation in Domestic Tournaments/Events.
- (f) While evaluating the performances of the sports persons in team events, if it is noticed that the concerned sports person has not actually played even a single game despite he being a member of the team, no weightage will be given to him.

- (g) The best three performances only in each of the calendar years 2014, 2013, 2012 and 2011 will be considered for evaluation. Hence all the applicants are advised to furnish, only their three best performances, in each of the above mentioned four years. These should be properly filled in Annexure – A of the application.
15. In the second phase of the recruitment process, based on their rankings in the first phase, a specified number of candidates in respect of all posts will be called for field trials. From those who qualify the field trials a specified number of candidates in respect of all posts will be called for written test. The written examination for the post of Inspectors/TAs/MTS will be in English and Hindi and will consist of objective type multiple choice questions in General Intelligence, Reasoning, Numerical/ Quantitative Aptitude, General English and General Awareness. The written examination for the post of Stenographers will consist of General Intelligence and Reasoning, General English and General Awareness. The written examination will be in English and Hindi for all posts and will normally be of 2 hours duration. The candidates who have applied for the post of Inspectors will also be required to appear for a personality test (Interview) which will be part of second phase of the recruitment process. Based on the aggregate marks obtained in the first phase and the second phase, the candidates will be ranked for selection. The candidates applying for Tax Assistants posts will be required to take a data entry test for 15 minutes. Similarly the candidates applying for Stenographer post will be required to take short-hand test. A dictation of 10 minutes will be given to the candidate and he/she has to transcribe the same in 45 minutes. Both these tests will be of qualifying nature and marks obtained in these tests will not be counted for the purpose of ranking.
16. The written examination, personality test for Inspectors and field trials as mentioned in Para-17 will be held only at Hyderabad. The selected candidates will be required to appear for the same at their own expense.
17. The short listed candidates, as per their rankings in the recruitment process, will be required to appear for the field trials which will carry marks. In case any candidate is unable to take the fitness test for any reason whatsoever or having taken the test is not found fit, he would not be considered for appointment, despite his rank in the Select List.
18. The applicant should enclose attested copies of the following certificates.
- (i) Matriculation /SSC or equivalent certificate for proof of age
  - (ii) Education qualifications
  - (iii) Sports/games certificates as mentioned in Annexure-A
  - (iv) Caste certificate in proof of caste

19. Sports achievements certified by authorities other than those recognized by the Ministry of Sports and Youth Welfare shall not be considered.
20. Sports persons who are already employed in Central Government or State Government or PSU should submit an NOC from the present employer which should be enclosed to the application.
21. The applications duly filled in, signed and completed in all respects should be addressed to the Deputy Commissioner of Income-tax (H.Qrs)(Admn), O/o Principal Chief Commissioner of Income-tax, Andhra Pradesh & Telangana, Room No. 1047, D- Block, Income-tax Towers, AC Guards, Hyderabad – 500004. The applications can be sent by post or in person. **The applications should reach the above address, by 31.07.2015 before 5.45 PM.** The applications in respect of applicants from Jammu & Kashmir, North Eastern Region, Lakshdweep and Andaman & Nicobar Islands should reach the above address by 07.08.2015 before 5.45 PM. **Applications received after the due date will not be entertained under any circumstances. The Department will not be responsible for any postal delays.** Therefore, candidates are advised in their own interest to post the applications sufficiently in advance of the last date. Incomplete, unsigned and applications without annexures and enclosures will be rejected and no correspondence in the matter will be made with the applicant. For the convenience of the candidates a check list is also furnished which may be enclosed to the application.
22. The selected candidates will be on probation for 2 years or such period as per the extant instructions of the Government of India. **His/her participation in the tournament/meets on behalf of the Department will also be a deciding factor in the declaration of his/her probation.** The selected candidate will be required to represent the Income-tax Department, AP Region, in the tournaments/ meets as decided **at least for 5 years.** The selected candidates **will also be required to sign an undertaking that he/she would not seek inter-charge transfer for a period of 10 years.**
23. Any form of canvassing by any candidate will render his/her candidature liable to be rejected summarily at any stage of the recruitment process.



**APPLICATION FOR RECRUITMENT OF MERITORIOUS SPORTS PERSONS IN  
INCOME-TAX DEPARTMENT IN ANDHRA PRADESH & TELANGANA**

(Candidates should read the Terms and Conditions and Instructions carefully before filling up the application form. Furnishing of incorrect or incomplete or false information will lead to cancellation of the candidature)

Post applied for :

Inspector	Tax Assistant	Stenographer	MTS

(Please tick ( √ ) against box for which applied. Please put ( X ) against the box not applied for. If a box is kept vacant, it would be deemed to have marked (X) against the same )



Full Name (in Block Letters)		
Father's Name		
Gender (Male/Female)		
Permanent Residential Address		
Address for communication		
Date of Birth (enclose copy of SSC certification)		
Category (UR/OBC/SC/ST) (enclose copy of caste certificate in case of OBC/SC/ST)		
Educational qualification(s) (enclose copy of certificate)		
Details of present employment, if any including address of the employer	Name and address of the employer	
	Designation	
	Date from which continuously working	

Name of the sport /game participated (details as per annexure-A)	
E-mail ID	
Contact Phone/Mobile No.	
Details of fee paid	

Date:

(SIGNATURE OF THE APPLICANT)

#### **DECLARATION**

I declare that I have not been debarred from any examination nor have been convicted by any court of law. As on date no criminal case is pending against me. Further, I declare that I have not been dismissed or removed from Government service or my service has not been terminated during probation.

I also declare that I have submitted only one application in response to this advertisement. I further declare that I have actually played in the tournaments mentioned in Annexure-A\*

I also declare that all the statements made in this application and the annexures thereto are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information is found to be false or incorrect or incomplete, my candidature is liable to be cancelled at any time during the selection process and my appointment is liable to be terminated after selection.

Date:

(SIGNATURE OF THE APPLICANT)

(\* Applicable only in respect of team events)

## ANNEXURE –A

### Details of participation in Sports/Games

S.No.	Date of event	Place where event is held	Name of the tournament/event	Events participated	Position earned
Best three performances during the year 2014					
1					
2					
3					
Best three performances during the year 2013					
1					
2					
3					
Best three performances during the year 2012					
1					
2					
3					
Best three performances during the year 2011					
1					
2					
3					

Note:

(1) Details of best three performances in the calendar years 2014, 2013, 2012 and 2011 only should be furnished.

(2) Copies of certificates duly attested should be furnished.

(3) Form No.1/2/3/4/5 as per Annexure-B1 to B5, as applicable duly certified by the Prescribed Authorities of the Sports Associations etc. should be furnished.

Date:

(SIGNATURE OF THE APPLICANT)

**CHECK LIST**

Sl.No.	Details	Submitted/enclosed (Yes or No or Not Applicable )
1	Application in the prescribed Proforma	
2	The candidate has marked ( V ) for the post applied for	
3	The candidate has marked ( X ) for the post <b>NOT</b> applied for.	
4	Four passport size photographs (one affixed to the application and three attached to the application. The applicant should write his name on the back side of the three photographs)	
5	One self addressed post card	
6	Annexure A duly filled	
7	Attested copies of certificate in support of educational qualification	
8	Attested copy of the SSC /Matriculation or equivalent certificate in support of age	
9	Attested copies of the sports/games certificates mentioned in Annexure-A	
10	Form – 1 to 5 as per Annexure B1 to B5 as applicable, certified by the Prescribed Authorities of Sports Associations etc.	
11	Attested copy of the caste certificate	
12	NOC from employer	
13	Demand draft/Banker's cheque for fee paid	
14	The candidate has signed the application at two places	
15	The candidate has signed the Annexure-A	

FORM – 1

(for representing India in an International Competition in one of the recognized Games/Sports)

National federation /National Association of \_\_\_\_\_

**Certificate to a meritorious sportsman for employment to Group- C & Group- D services under the Central Government.**

Certified that Shri/Smt/Kum \_\_\_\_\_ Son /Wife/Daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (complete postal address) represented the country in the game/event of \_\_\_\_\_ in \_\_\_\_\_ competition/tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said competition/tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the office of National Federation/National Association of \_\_\_\_\_.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Federation/  
National Association \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Note : This certificate will be valid only when signed personally by the Secretary, National Federation/  
National Association.

FORM – 2

(for representing a State in India in a National Competition in one of the recognized Games/Sports)

State Association of \_\_\_\_\_ in the game /sport of \_\_\_\_\_.

**Certificate to a meritorious sportsman for employment to Group- C & Group- D services under the Central Government.**

Certified that Shri/Smt/Kum \_\_\_\_\_  
Son/wife/daughter of Shri \_\_\_\_\_ resident  
of \_\_\_\_\_ (complete  
postal address) represented the State of \_\_\_\_\_ in the game/event of  
\_\_\_\_\_ in the National Competition/Tournament held at  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said competition/tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the office of State Association of \_\_\_\_\_.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the State  
Association \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Note : This certificate will be valid only when signed personally by the Secretary of the State Association.

FORM – 3

(for representing a University in the Inter University Competition in one of the recognized Games/Sports)

University of \_\_\_\_\_

**Certificate to a meritorious sportsman for employment to Group- C & Group- D services under the Central Government.**

Certified that Shri/Smt/Kum \_\_\_\_\_  
 Son/wife/daughter of Shri \_\_\_\_\_ resident  
 of \_\_\_\_\_ (complete  
 postal address) represented the University of \_\_\_\_\_ in the  
 game/event of \_\_\_\_\_ in the Inter-University  
 Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to  
 \_\_\_\_\_.

The position obtained by the individual/team in the above said competition/tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the office of Dean of Sports or Officer in overall charge of sports in the University of \_\_\_\_\_.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the University \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Note : This certificate will be valid only when signed personally by the Dean/Director or other officer in overall charge of sports in the University of \_\_\_\_\_.

FORM – 4

(for representing a State School Team in the National Games for School in one of the recognized Games/Sports).

Directorate of Public Instructions/Education of the State of \_\_\_\_\_

**Certificate to a meritorious sportsman for employment to Group- C & Group- D services under the Central Government.**

Certified that Shri/Smt/Kum \_\_\_\_\_  
 Son/wife/daughter of Shri \_\_\_\_\_ resident  
 of \_\_\_\_\_ (complete  
 postal address) represented the \_\_\_\_\_ State School Team in the game/event  
 of \_\_\_\_\_ in the National Games for Schools held at \_\_\_\_\_ from  
 \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said competition/tournament  
 was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the office of Directorate  
 of Public Instructions/Education of \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Note: This certificate will be valid only when signed personally by the Director or Additional/Joint or Deputy Director in overall charge of sports/games/for Schools in the Directorate of Public Instruction/Education of the State.



FORM – 5

(for the awardees in Physical Efficiency performances conducted by the Ministry of Education & Social Welfare)

Government of India/Ministry of Education & Social Welfare

**Certificate to a meritorious sportsman for employment to Group- C & Group- D services under the Central Government.**

Certified that Shri/Smt/Kum \_\_\_\_\_  
Son/ wife/ daughter of Shri \_\_\_\_\_ resident  
of \_\_\_\_\_ (complete  
postal address) represented the \_\_\_\_\_ School team in the game/event of  
\_\_\_\_\_ in the National Competition held at \_\_\_\_\_ from \_\_\_\_\_  
to \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Ministry of Education and Social Welfare.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Note: This certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.