



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

F. No. Pr.CCIT/Estt/Circulation/2023-24

Date: 13.11.2023

**VACANCY CIRCULAR**

- Sub:** Filling up of two post of Principal Private Secretary in National Commission for Protection of Child Rights, New Delhi on deputation on Foreign Service Term – reg.
- Ref:** Letter received from ITO, CMD-III (2), HRD, New Delhi, dated: 20.10.2023.

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Please find enclosed herewith the above referred letter received from Income Tax Officer, CMD- III(2), HRD, New Delhi, regarding filling up the post of Principal Private Secretary in National Commission for Protection of Child Rights on deputation basis as mentioned in the table hereunder:

**List of Vacancy in respect of Group “B” Officers**

Sl.No.	Post as per Vacancy Circular	No. of Posts
1.	Principal Private Secretary	02 Posts for deputation

In this connection, I am directed to request interested officers/officials to send their nomination through proper channel on or before **16<sup>th</sup> November, 2023** positively.

Yours faithfully,

(Suvasis Das)

आयकर उपायुक्त (मुख्या.) (प्रशा.)

Dy. Commissioner of Income Tax

(Hqrs)(Admn.),(i/c),

कार्या. प्रमुआआ, आन्ध्र प्रदेश व तेलंगाना, हैदराबाद

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](http://www.incometaxhyderabad.gov.in)



Subject: Fwd: Filling up of two (02) post of Principal Private Secretary in the National Commission for Protection of Child Rights, New Delhi on deputation on Foreign Service Terms - reg.

To: "Hyderabad CIT (ADMIN & TPS), Hyderabad" <hyderabad.cit.admin.tp>

भारत सरकार / GOVERNMENT OF INDIA  
वित्त मंत्रालय / MINISTRY OF FINANCE  
आयकर विभाग / Income Tax Department

5392  
20 OCT 2023

Date: 10/20/23 11:24 AM

भारत सरकार / GOVERNMENT OF INDIA  
वित्त मंत्रालय / Ministry of Finance  
आयकर विभाग / Income Tax Department  
असिस्टेंट आयकर अधिकारी / Assistant Commissioner of Income Tax  
ब्लॉक आयकर टावर / Block Income Tax Towers  
Hyderabad - 500 004

27 OCT 2023

26/5/23

Principal Private Secretary in NTRO on deputation ... (2.2MB)

26 OCT 2023

आयकर अपर आयुक्त (सह्या.) (प्रशा. एवं सतर्कता)  
Addl. Commissioner of Income Tax (Hqrs), (Admn. & Vig.)  
कार्यालय प्रधान मुख्य आयकर आयुक्त, हैदराबाद  
Off. in Charge, Chief Commissioner of Income Tax

Addl. CIT (Hqrs)  
(Asst)

----- Original Message -----

From: "Delhi hrd.deputation" <hrd.deputation@incometax.gov.in>

Date: Oct 20, 2023 11:03:17 AM

Subject: Filling up of two (02) post of Principal Private Secretary in the National Commission for Protection of Child Rights, New Delhi on deputation on Foreign Service Terms - reg.

To: delhi.pccit@incometax.gov.in, lucknow.pccit@incometax.gov.in, hyderabad.pccit@incometax.gov.in, kochi.pccit@incometax.gov.in, pune.pccit@incometax.gov.in, bangalore.pccit@incometax.gov.in, chennai.pccit@incometax.gov.in, pdgit.vig@incometax.gov.in, delhi.pdgit.admin.tps@incometax.gov.in, bhopal.pccit@incometax.gov.in, delhi.pccit@incometax.gov.in, patna.pccit@incometax.gov.in, ccit.exemption@incometax.gov.in, ahmedabad.pccit@incometax.gov.in, delhi.pccit.neac@incometax.gov.in, Delhi.pccit.it@incometax.gov.in, kanpur.pccit@incometax.gov.in, kolkata.pccit@incometax.gov.in, ccit.guwahati@incometax.gov.in, dgithrd@incometax.gov.in, mumbai.pccit@incometax.gov.in, jaipur.pccit@incometax.gov.in, bhubaneswar.pccit@incometax.gov.in, chandigarh.dcit.hq.admin@incometax.gov.in, prdg@nadt.gov.in, nagpur.pccit@incometax.gov.in  
Cc: ADG -3 <adg3.hrd@incometax.gov.in>

PFA

DCIT (Admin)

2 Anirudh



सत्यमेव जयते

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

F.No.154/002/2022-CMD-III (2)/ 545

Dated: 19.10.2023

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 two (02) post of Principal Private Secretary in the National Commission for Protection of Child Rights, New Delhi on deputation on Foreign Service Terms - reg.**

Kindly refer to the above.

2. In this regard, the undersigned is directed to enclose Office Memorandum issued vide F. No. A-11014/01/2019-Admn dated 18.09.2023 by Assistant Director, National Commission for Protection of Child Rights, New Delhi regarding filling up of two (02) posts of Principal Private Secretary in the National Commission for Protection of Child Rights, New Delhi on deputation on Foreign Service Terms in respect of Group 'B' Officers.

3. As per the above vacancy circular, the eligibility criteria for the above post are officers of the Central or State Government or Supreme Court or High Court or Central Universities or Recognized Research Institutions or Public Sector undertaking or Central Autonomous Bodies holding analogous post on regular basis or having five years of regular service as Private Secretary in Pay Level 9 of Pay Matrix or having six years of regular service as Private Secretary in Pay Level 8. The detail of post is as under:

**List of vacancy in respect of Group "B" officers/officials**

Sl. No.	Post as per Vacancy Circular	No. of Posts	Pay Level of Post	Last date of submitting Application
1.	Principal Private Secretary	02	Level 11	16.11.2023

4. 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' officers/officials is the respective Pr. CCsIT(CCA), under intimation to this office.

Encl: As above

Yours faithfully,

(K. R. Philips)

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

F.No.A-11014/01/2019-Admn/DD9310  
National Commission for Protection of Child Rights  
5<sup>th</sup> Floor, Chanderlok Building,  
36/Janpath, New Delhi-110 001

Date: 18.09.2023

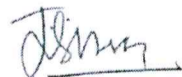
Office Memorandum

**Subject: Filling up of posts in the National Commission for Protection of Child Rights, New Delhi on deputation on Foreign Service Terms - regarding.**

The National Commission for Protection of Child Rights, a Statutory Body of the Ministry of Women and Child Development, New Delhi, invites applications from eligible candidates for the following posts to be filled on deputation basis on Foreign Service Terms: -

1. Principal Private Secretary (02)
2. Assistant Director (01)

2. The eligibility criteria and the prescribed proforma for application are enclosed.
3. The appointment, pay, deputation Duty Allowance and other terms and conditions of service will be regulated in accordance with the FRs/SRs and OM No. 6/8/2009-Estt. (Pay II) 17.06.2010 of the Ministry of Personnel & Training as amended from time to time.
4. The application in the prescribed format (complete in all respects) along with all requisite documents, viz., (i) Integrity certificate (ii) Vigilance clearance (iii) Attested copies of Annual Confidential Reports for the last five years, duly forwarded by the concerned Cadre Controlling Authority, must reach the Member Secretary, National Commission for Protection of Child Rights, 5<sup>th</sup> Floor, Chanderlok Building, 36 Janpath, New Delhi - 110 001 latest by **16.11.2023**. Applications received after due date will not be entertained.
5. The applications of officers/officials, who cannot be relieved immediately, need not be forwarded. Candidate once selected will not be allowed to withdraw his/her candidature later.
6. Applications received directly or advance copies will not be entertained
7. All Ministries/Departments/Attached Offices/ Subordinate Offices of the Central Government / Statutory & Autonomous Bodies of the Central Government/ State Governments / UT Administrations/Public Undertakings and Central Universities are requested to circulate the enclosed vacancies to their employees and forward the applications of eligible officers/officials to this Commission within the stipulated timeframe as stated above.



(Jitendra Singh)  
Assistant Director, NCPCR

Encl: As above.

Copy for information and necessary action with a request to kindly upload above vacancies in their respective website to:

1. All Ministries/ Departments/Attached Offices and Subordinate Offices of the Central Government.

Contd. .... 2/-

1. Joint Secretary, (Training) & CAO, Ministry of Defence, 'E' Block, Dalhousie Road, New Delhi -110 011.
2. Joint Secretary (Establishment), Ministry of Defence, South Block, New Delhi -110 011.
3. Joint Secretary (CSI)/Director (CS-I), Department of Personal & Training, Ministry of Personnel Public Grievances and Pension, Lok Nayak Bhawan, Khan Market, New Delhi-110003 - **with the request to place the notice on website of DOP&T.**
4. Joint Secretary (CSII)/Director (CS-II), Department of Personal & Training, Ministry of Personnel Public Grievances and Pension, Lok Nayak Bhawan, Khan Market, New Delhi-110003 - **with the request to place the notice on website of DOP&T.**
5. All Statutory / Autonomous Bodies of the Central Government.
6. All State Governments/UT Administrations.
7. All Residents Commissioners of States/UT Administrations.
8. The Comptroller & Auditor General of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi - 110124.
9. The Office of the Controller General of Defence Accounts (CGDA), Ulan Batar Road, Palam, Delhi Cantt. - 110 010.
10. Joint Secretary (Admn), Ministry of Women and Child Development, A-wing, Shastri Bhawan, New Delhi - with the request to place the notice on website.
11. All Members, NCPCR.



(Jitendra Singh)  
Assistant Director, NCPCR

File No.A-11014/01/2019-Admn  
National Commission for Protection of Child Rights,  
(A Statutory Body of Government of India)  
5<sup>th</sup> Floor, Chanderlok Building, 36-Janpath,  
New Delhi-110 001.

Dated: .09.2023

**Subject: Filling up of various posts in the National Commission for Protection of Child Rights, New Delhi through deputation on Foreign Service Terms - regarding.**

The services of suitable officers & staff are required in the National Commission for Protection of Child Rights (NCPCR), New Delhi, a Statutory Body of the Ministry of Women & Child Development, Govt. of India by deputation on "Foreign Service Terms" for the followings posts as per the criteria mentioned below:-

S. No	Name, No. of vacancies and Pay scale of the Post	Eligibility Criteria
1	Principal Private Secretary (02) PB- 3: (Rs. 15,600-39,100/- + GP: 6600/-)  (Level 11 in the Pay Matrix as per the 7 <sup>th</sup> Pay Commission)	By deputation from the officers from Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time) or Supreme Court or High Court or Central Universities or Recognized Research Institutions or Public Sector undertaking or Central Autonomous Bodies who are-  (a) Holding analogous post on regular basis; or having five years of regular service as Private Secretary in the Pay scale of Rs. 9300-34800 (PB: 3) with Grade Pay of Rs. 5400/-; or having six years of regular service as Private Secretary in the Pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4800; (b) Having a graduate degree in any discipline from a recognized university; and (c) *proficiency in working on computer. *(will be determined through an internal test conducted by National Commission for Protection of Child Rights).
2	Assistant Director (01) Revised: PB-2 (9300-34800/- +GP: 5400/-)  (Level 9 in the Pay Matrix as per the 7 <sup>th</sup> Pay Commission)	By deputation from the officials of the Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time) Central Universities or Recognized Research Institutions or Public Sector undertaking or Central Autonomous Bodies who are-  (a) holding analogous post on regular basis; or having two years of regular service as a senior Research Assistant in the Pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4800/-; or having three years of regular service as a Research Assistant or Senior Research Investigator in the Pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4600; or having eight years of regular service as Research Investigator in the Pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4200; (b) having a post graduate degree from a recognized university in social work or psychology or child development or sociology or law or political science or public administration. (c) having proficiency in computer.

*Atis*

Note:-

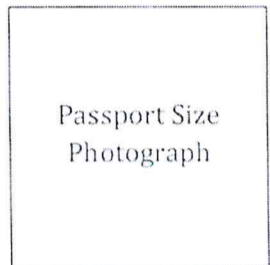
1. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or departments of the Central Governments or State Government shall ordinarily not exceed five years and will be subjected to the age of superannuation as determined by Government of India.
2. The upper age limit for deputation shall be 56 years, subject to the age of superannuation as prescribed by Government of India from time to time. The appointment of the selected candidates from Government service will be subject to the exemption from the rule of immediate absorption to be obtained from Department of Pension & Pensioners Welfare, Ministry of Personnel, Public Grievances & Pensions.
3. The terms and conditions of the service which are not explicitly provided in the Recruitment Rules of the NCPCR, should be governed by the relevant provisions of the FRSRs as well as the deputation rules/regulations/instructions issued by the Central Government.
4. Mere application would not entitle any candidate to claim for selection/Interview/ appointment. NCPCR has the right to reject any application without assigning any reason thereof.
5. Eligible and interested candidates may send their applications through their Cadre Controlling Authorities along with their bio-data in the prescribed proforma. Applications must be accompanied by Integrity Certificate, Vigilance Clearance, and attested copies of Annual Confidential Reports (ACRs) for the last five years.
6. Application of officials, who may be relieved immediately, in case of their selection, may be forwarded only. Candidates once selected will not be allowed to withdraw his/her candidature later.
7. All Central Government Ministries / Departments / State Governments / UT Administrations are requested to give wide publicity to this advertisement and circulate the same among the employees working under their administrative control.
8. The applications duly forwarded by the concerned Cadre Controlling Authorities must reach by **16.11.2023** to The Member Secretary, National Commission for Protection of Child Rights, Govt. of India, 5<sup>th</sup> Floor, Chanderlok Building, 36, Janpath, New Delhi - 110 001. Application received after the due date will not be entertained.
9. Applications received directly or advance copies will not be entertained.





APPLICATION FOR THE POST OF \_\_\_\_\_ (ON DEPUTATION)

1. Name:
2. Father's/Husband's Name:
3. Date of Birth:
4. Sex:
  
5. Postal Address with telephone, Fax & e-mail:
  - (a) Office:
  - (b) Residence:
  
6. Date of entry in Govt. Service:
7. Date of superannuation as per existing rules:
  
8. Substantive post held in the Parent Deptt. on regular basis:
  - (a) Name/Status of Organization:
  - (b) Name of the post:
  - (c) Matrix Level & Pay:
  - (f) Nature of duties:
  
9. Present post held (if on deputation):
  - (a) Name/Status of Organization:
  - (b) Name of the post:
  - (c) Matrix Level & Pay:
  - (f) Nature of duties:
  
10. Details of past service(s)
  - (a) Post -
  - (b) Pay Scale:
  - (c) Period during which held:  
From: -                      To:-
  - (d) Nature of duties performed:
  
11. Essential and relevant qualifications (name and year of the degree, university and year of passing out):



Signature of the candidate \_\_\_\_\_

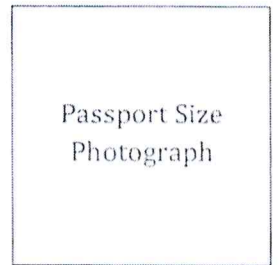
Place:

Date:

Name \_\_\_\_\_

*Atis*

1. Name:
2. Father's/Husband's Name:
3. Date of Birth:
4. Sex:
5. Postal Address with telephone, Fax & e-mail:
  - (a) Office:
  - (b) Residence:
6. Date of entry in Govt. Service:
7. Date of superannuation as per existing rules:
8. Substantive post held in the Parent Deptt. on regular basis:
  - (a) Name/Status of Organization:
  - (b) Name of the post:
  - (c) Matrix Level & Pay:
  - (f) Nature of duties:
9. Present post held (if on deputation):
  - (a) Name/Status of Organization:
  - (b) Name of the post:
  - (c) Matrix Level & Pay:
  - (f) Nature of duties:
10. Details of past service(s)
  - (a) Post -
  - (b) Pay Scale:
  - (c) Period during which held:  
From: - To:-
  - (d) Nature of duties performed:
11. Essential and relevant qualifications (name and year of the degree, university and year of passing out):



Signature of the candidate \_\_\_\_\_

Place:

Date:

Name \_\_\_\_\_

*dtj*

TO BE FILLED BY THE FORWARDING OFFICE

Office								
Category of Office Please tick (✓)	Central Government							State Government
	Central Ministry	Department	Attached Office	Subordinate Office	Autonomous Body	Statutory Body	Other	
Present Post								
Date of continuous employment of the applicant in the present grade					Present Pay & Matrix Level			
	-							

Verification of service particular by the office/department:

1. Certified that all the information mentioned by the applicant in his application as mentioned above have been verified from the records and found to be correct.
2. It is also certified that Sh./Ms. \_\_\_\_\_ has been working as \_\_\_\_\_ in the present post/present pay in the regular and substantive capacity w.e.f. \_\_\_\_\_.

Signature with date \_\_\_\_\_  
 Officer Seal \_\_\_\_\_  
  
 Designation \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

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*dtg*