



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, फ़ैक्स /Fax 040-23241427

F. No. Pr.CCIT/AP & TS/Estt/Circulation/2023-24

Date:28.06.2023

**VACANCY CIRCULAR**

विषय/Sub: Filling up of the post of Senior Field Officer (GD) in Cabinet Secretariat on deputation basis- Reg.  
संदर्भ/Ref: HRD Letter in F.No.154/002/2022-CMD-III(2)/2198, dated:21.06.2023.

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Please refer to the above.

Please find enclosed herewith the letter in F.No. 154/002/2022-CMD-III(2)/2198, dated: 21.06.2023, received from ADG-3, HRD, New Delhi regarding, filling up of the post of Senior Field Officer (GD) in Cabinet Secretariat on deputation basis for circulation.

In this connection, I am directed to request interested officers to send their application along with brief resume (as per attached proforma), through their Supervisory Officer directly to the borrowing authority under intimation to this office.

भवदीय/Yours faithfully,

  
(थंबा महेंद्र/THAMBA MAHENDRA)

आयकर उपायुक्त (मुख्या.)(प्रशा.)

Dy. Commissioner of Income Tax  
(Hqrs)(Admn.).

कार्या. प्रमुआआ. आन्ध्र प्रदेश व तेलंगाना, हैदराबाद  
O/o.Pr.CCIT, AP&TS, Hyd.

संलग्न/Encl: उपरोक्त/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)

25500



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)/2198

Dated: 21.06.2023

JC IT (Admin)

To,

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

Madam/Sir,

**Subject: Filling up of the post of Senior Field Officer (GD) in Cabinet Secretariat on deputation basis - reg.**

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 18.05.2023 by Joint Secretary, Cabinet Secretariat, CGO Complex, Lodhi Road, New Delhi-110003 regarding filling up the post of Senior Field Officer (GD) in Cabinet Secretariat on deputation. As per the above vacancy circular, officers with five years regular service in Pay Level 8 of Pay Matrix are eligible to apply.

3. The undersigned is further directed to inform that nominations may be called for from eligible Group B officers and forwarded directly to Joint Secretary, Cabinet Secretariat, Room no,1001, B1 Wing, Pr. Deen Dayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 at the earliest, under intimation to this office, as the Cadre Control Authority in respect of Group "B" & "C" officers/officials is the respective Pr.CCsIT(CCA),

Yours faithfully,

(K. R. Philips)  
Income Tax Officer(Hq),  
O/o ADG-3, HRD, New Delhi.

Encl: As above

DCL Admin

Chaitanya  
Kanchan



क्रमांक: 950	दिनांक: 05/06/23
श्री. एम. डी. 1	
श्री. एम. डी. 2	
श्री. एम. डी. 3	
श्री. एम. डी. 4	
श्री. एम. डी. 5	
श्री. एम. डी. 6	
श्री. एम. डी. 7	
श्री. एम. डी. 8	
श्री. एम. डी. 9	
श्री. एम. डी. 10	

No. 96/01/2023-Pers.1B 6206 FTS-3201057  
 Government of India,  
 Cabinet Secretariat,  
 Room No. 1001, B1 Wing,  
 Pt. Deen Dayal Antyodaya Bhavan,  
 CGO Complex, Lodhi Road,  
 New Delhi-110003, the

To

The Chairman,  
 Central Board of Direct Taxes,  
 MoF, North Block,  
 New Delhi-110011

DATE: 68/06/23
DEPT (COMD)-III (1)
DEPT (COMD)-III (2)
DEPT (COMD)-III (1)
DEPT (COMD)-III (2)

18 MAY 2023

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

*Cum in*  
*M. (A)*

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 operational/ functional requirements.

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

*Dr. D. V. (HRD)*

a) **Educational qualification:-** Bachelors degree from a recognized University.

b) **Pay Details:-** The above post carries pay in Level-10 of Pay Matrix.

c) **Eligibility criteria:-** Officers of the Central Government/State Government or Defence organization holding analogous post on regular basis or with five years regular service in Pay level 8 of Pay Matrix,

d) **Age limit:-** shall not exceed 56 years as on closing date.

*21/5/6*

e) **Terms and condition of deputation:-**

i) The selected candidates will be governed by 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.

अपर आयकर निदेशक (मा. सं. वि)--3	दिनांक : 05/06/2023
अपर आयकर निदेशक (सी. एम. डी.)-3	
अपर आयकर निदेशक (टी.सी.डी.)	
आयकर अधिकारी (मु.)	
निजी सहायक	

Contd...2

*04/01/23*  
*Dr. (A. G.)*  
*Pls. put up.*

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

(a) Complete and up-to-date APARs 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 APARs 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 ensured 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 be forwarded to the undersigned.

Encls:- As above

Yours faithfully,

  
(D.P. Singh)  
Joint Secretary



**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		
<b>Essential</b>			<b>Essential</b>		
A)	Qualification		A)	Qualification	
B)	Experience		B)	Experience	
<b>Desirable</b>			<b>Desirable</b>		
A)	Qualification		A)	Qualification	
B)	Experience		B)	Experience	
<b>5.1 Note:</b>	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.				
<b>5.2</b>	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.	:			
<b>6.1 Note:</b>	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
* <b>Important :</b> 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:					

Contd...

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><b>9.1 Note:</b> 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><b>9.2 Note:</b> Information under Column 9(c) &amp; (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.				
<b>Basic Pay with Scale of Pay and rate of increment</b>		<b>Dearness Pay/ Interim relief/ other Allowances etc., (with break-up details</b>		<b>Total Emoluments</b>	
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	<b>Achievements</b>		:		
	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).		:		

	# (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 \_\_\_\_\_



Annexure-II

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: