



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/AP&TS/2019-20


Date: 18/03/2020

**Vacancy Circular**

**Sub:** Filling up of vacancy of various posts in Income Tax Settlement Commission –  
Reg

\*\*\*\*

Please find enclosed herewith the letter dated 25.02.2020 regarding filling up of vacancy of Sr. Private Secretary, Private Secretary, Stenographer Grade-I, Enquiry Officer, Technical Assistant, Jr. Hindi Translator on **DEPUTATION BASIS** under the Ministry of Home Affairs for circulation.

  
(M. MOHAN BABU)  
Deputy Commissioner of Income Tax,  
(Hqrs.)(Admin.),  
O/o. Pr.CCIT, AP & TS, Hyd.

Encl: As above.

4834



सत्यमेव जयते

भारत सरकार  
GOVERNMENT OF INDIA

आयकर समझौता आयोग

INCOME TAX SETTLEMENT COMMISSION

नौवीं मंजिल, लोकनायक भवन, खान मार्केट, नई दिल्ली-110003  
9th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003

स्पीड पोस्ट  
SPEED POST



F.No. A-22015/01/2017/स.आ / 20

उप आयकर आयुक्त (मु.) (प्रशा)  
कार्या. प्रधान मु.आ.अ. अ.प. व तेलंगणा  
02 MAR 2020 Date. 25-02-2020  
DCI (M.O.S.) Admn.  
O/o. Pr. Chief Commissioner of Income Tax  
A.P. & TELANGANA



सेवा में,

प्रधान मुख्य आयकर आयुक्त.(सी. सी. ए)  
दिल्ली/मुम्बई/कोलकाता/चेन्नई/वैगलोर/हैदराबाद/  
पुणे/अहमदाबाद/जयपुर/पटना/गुहावटी/नागपुर/  
कानपुर/कोचीन/भुवनेश्वर/भोपाल/लखनऊ/चंडीगढ़।

महोदय/महोदया,

विषय: - आयकर समझौता आयोग में विभिन्न पदों को प्रतिनियुक्ति आधार पर भर्ती करने के संदर्भ में ।

मुझे उपरोक्त विषय पर यह सूचित करने का निर्देश हुआ है कि आयकर समझौता आयोग की प्रधान पीठ और दिल्ली की अतिरिक्त पीठों में वरिष्ठ निजी सचिव, निजी सचिव, एवं आशुलिपिक ग्रेड-1, जाँच अधिकारी, तकनीकी सहायक और कनिष्ठ हिन्दी अनुवादक के रिक्त पदों को शीघ्र भरा जाना है । अतः इसके विज्ञापन की प्रति भेजी जा रही है।

आपसे अनुरोध किया जाता है कि इसे विभिन्न कार्यालयों में परिचालित कर दिया जाए। इच्छुक अभ्यर्थियों के आवेदन पत्र उनकी सम्मति एवं गत पाँच वर्षों के वार्षिक गोपनीय रिपोर्ट के साथ सचिव, आयकर समझौता आयोग प्रधान न्यायपीठ, नई दिल्ली को उचित माध्यम द्वारा भेज दिया जाए ।

भवदीय,

*(Signature)*  
25.2.2020

(सुजीत कुमार)

अतिरिक्त आयकर निदेशक(जांच)

संलग्न - यथोपरि

*Kamr-D.C.*  
*for wide circulation*



सत्यमेव जयते

भारत सरकार  
GOVERNMENT OF INDIA

आयकर समझौता आयोग

INCOME TAX SETTLEMENT COMMISSION

नौवीं मंजिल, लोकनायक भवन, खान मार्केट, नई दिल्ली-110 003  
9th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110 003



ITSC

F.No. A - 22015/01/2017/SC ) 3874

Date, 25.02.2020

To

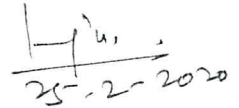
The Chief Commissioner of Income Tax (CCA),  
Delhi/Mumbai/Kolkata/Chennai/Bangalore/  
✓Hyderabad/Pune/Ahmadabad/Jaipur/Patna/Guwahati/  
Nagpur/Cochin/Bhubaneswar/Bhopal/Lucknow/Chandigarh

Sir/Madam,

Kindly find enclosed an advertisement for filling up the vacant posts in the Benches of Income Tax Settlement Commission, New Delhi for Sr. Private Secretary, Private Secretary, Stenographer Grade-I, Enquiry Officer, Technical Assistant, Jr. Hindi Translator (copy enclosed).

It is request that the same may be widely circulated amongst various CIT charges. Applications of the willing candidates along with their willingness and ACR gradation for 5 years may kindly be sent through proper channel to the Secretary, Principal Bench, Income Tax Settlement Commission, New Delhi.

Yours faithfully,

  
25.2.2020

(Sujit Kumar)  
Addl. DIT (Inv.)



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9th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110 003



F.No.

A-22015/01/2017/SC } 389)

Date.

25.02.2020

Tel. No. 011-24648812,

011-24698671

Fax No. 011-24626275

CIRCULAR

Applications are invited for filling up the following vacant/likely to be vacant post in the Benches of the Income Tax Settlement Commission at New Delhi on deputation basis on usual terms and conditions as prescribed by DOP&T in their OM No. 2/11/2017-Estt.(Pay-II) dated 24.11.2017 (copy enclosed):-

S. No.	Name of the Post	No. of Post	Pay Level as per 7 <sup>th</sup> CPC Pay Matrix	Classification of Posts
1	Sr. Private Secretary	04	Level-8/9 (Grade Pay of Rs. 4800/- or 5400/-)	Group 'B' (Gazetted)
2	Private Secretary	04	Level-7 Rs. 9300-34800+Grade Pay of Rs. 4600/-	Group 'B' (Gazetted)
3	Stenographer-I	08	Level-6 (Grade Pay of Rs. 4200/-)	Group 'B' (Non-Gazetted)
4	Enquiry Officer	05	Level-6 (Grade Pay of Rs. 4200/-)	Group 'B' (Non-Gazetted)
5	Technical Assistant	08	Level-6 (Grade Pay of Rs. 4200/-)	Group 'B' (Non-Gazetted)
6	Jr. Hindi Translator	01	Level-6 (Grade Pay of Rs. 4200/-)	Group 'B' (Non-Gazetted)

Contd....2/-




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

**Officers under the Central Government**

- I. Sr. Private Secretary
- i. Holding analogous posts, or
  - ii. Private Secretaries in the pre-revised pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4600 with 3 years regular service in the grade.
- II. Private Secretary
- i. Holding analogous posts, or
  - ii. Stenographer Grade-I in the pre-revised Pay Scale of Rs. 9300-34800 with Grade Pay Rs. 4200 with 5 years regular service in the grade.
- III. Stenographer Grade-I
- i. Holding analogous posts on regular basis; or
  - ii. Stenographer Grade-II with eight years' regular service in the grade in the pre-revised pay scale of Rs. (5200-20200) with Grade Pay of Rs. 2400/-
- IV. 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.
- V. Technical Assistant
- i. Sr. Tax Assistant in the Income Tax Department in the pre-revised pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4200, who are graduates with 3 years regular service in the grade and having at least 2 years experience of Income Tax assessment work.
- VI. Jr. Hindi Translator
- i. holding analogous post on regular basis; or
  - ii. holding post in the pre-revised pay scale of Rs.5200-20200 with Grade Pay of Rs. 2400/- or equivalent for three years on regular basis and
    - (a) having Maters Degree of a recognized University in Hindi or English with English or Hindi as a main subject at the degree level; or
    - (b) Master's degree of a recognized University in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at the degree level; or
    - (c) Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject plus recognized Diploma/Certificate Course in translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice versa in Central State Government offices.

3. 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 alongwith photocopies of their ACRs for the last five years duly attested by a Gazetted Officer alongwith vigilance clearance and Major/Minor penalty statement for the last 10 years if any, to the Secretary, Principal Bench, Income Tax Settlement Commission, 9<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 within 30 days from the date of publication. Applications not accompanying ACRs/Vigilance Clearance or otherwise incomplete are liable to be rejected. While forwarding the applications it may please be ensured that the age of the applicants does not exceed 56 years as on closing date of receipt of applications.

  
25-2-2020

**(Sujit Kumar)**  
**Addl. DIT (Inv.)**

PROFORMA

**APPLICATION FOR THE POST OF.....**

1. Name of the applicant  
(In capital letters)
2. Date of Birth
3. Educational Qualification
4. Designation & Office where  
Presently posted with telephone No.
5. Whether permanent/temporary/adhoc
6. Pay drawn in the post
7. Details of post held along with pay

Post held	Pay Band & Grade Pay	Duration	
		From	To

8. Experience in the subject field  
of selection.
9. Whether SC/ST/OBC
10. Any other relevant information  
Which the candidate may like to give

**Signature of the candidate**

**Dated: .....**

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Certified that no vigilance and disciplinary case is pending or contemplated against the applicant in the office.

**(Name & Signature of the  
forwarding Authority/HOO/HOD)**

No.2/11/2017-Estt.(Pay-II)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated the 24<sup>th</sup> November, 2017

**OFFICE MEMORANDUM**

Subject:- Grant of Deputation (Duty) Allowance – Recommendations of the Seventh Central Pay Commission-Regarding.

This Department's OM No. 6/8/2009-Estt.(Pay-II) dated 17.6.2010 inter-alia provides for rates of Deputation (Duty) Allowance admissible to Central Government employees.

2. As provided in para 7 of Ministry of Finance, Department of Expenditure's Resolution No.1-2/2016-IC dated 25<sup>th</sup> July, 2016, the matter regarding allowances (except Dearness Allowance) based on the recommendations of the 7<sup>th</sup> Central Pay Commission (CPC) was referred to a Committee under the Chairmanship of Finance Secretary and until a final decision thereon, all Allowances have been paid at the existing rates in the existing pay structure.

3. The decision of the Government on various allowances based on the recommendations of the 7<sup>th</sup> CPC and in the light of the recommendations of the Committee under the Chairmanship of the Finance Secretary has since been issued as per the Resolution No.11-1/2016-IC dated 6<sup>th</sup> July 2017 of Department of Expenditure.

4. As mentioned at Sl.No.46 of the Appendix-II of the said Resolution dated 6<sup>th</sup> July 2017, the recommendation of the 7<sup>th</sup> CPC for enhancement of ceiling of Deputation (Duty) Allowance for civilians by 2.25 times has been accepted and this decision is effective from 1<sup>st</sup> July, 2017. Accordingly, the President is pleased to decide that the rates of Deputation (Duty) Allowance and certain other conditions relating to grant of Deputation (Duty) Allowance shall be as under:-

The Deputation (Duty) Allowance admissible shall be at the following rates:



- (a) In case of deputation within the same station the Deputation (Duty) Allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs.4500 p.m.
- (b) In case of deputation involving change of station, the Deputation (Duty) Allowance will be payable at the rate of 10% of the basic pay subject to a maximum of Rs.9000 p.m.
- (c) The ceilings will further rise by 25 percent each time Dearness Allowance increases by 50 percent.
- (d) Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the basic pay in the apex level i.e. Rs. 2,25,000/-. In the case of Government servants receiving Non Practising Allowance, their basic pay plus Non-Practising Allowance plus Deputation (Duty) Allowance shall not exceed the average of basic pay of the revised scale applicable to the Apex Level and the Level of the Cabinet Secretary i.e. Rs.2,37,500/-.

**Note: 1** 'Basic pay' in the revised pay structure (the pay structure based on 7<sup>th</sup> Central Pay Commission recommendations) means the pay drawn by the deputationist, from time to time, in the prescribed Level, in Pay Matrix, of the post held by him substantively in the parent cadre, but does not include any other type of pay like personal pay, etc.

**Note: 2** In cases where the basic pay in parent cadre has been upgraded on account of non-functional upgradation (NFU), Modified Assured Career Progression Scheme (MACP), Non Functional Selection Grade (NFSG), etc., the upgraded basic pay under such upgradations shall not be taken into account for the purpose of Deputation (Duty) Allowance.

**Note 3** In the case of a Proforma Promotion under Next Below Rule (NBR): If such a Proforma Promotion is in a Level of the Pay Matrix which is higher than that of the ex-cadre post, the basic pay under such Proforma Promotion shall not be taken into account for the purpose of Deputation (Duty) Allowance. However, if such a Proforma Promotion under NBR is in a Level of the pay matrix which is equal to or below that of the ex-cadre post, Deputation (Duty) Allowance shall be admissible on the basic pay of the parent cadre post allowed under the proforma promotion, if opted by the deputationist.

**Note 4** In case of Reverse Foreign Service, if the appointment is made to post whose pay structure and/ or Dearness Allowance (DA) pattern is dissimilar to that in the parent organisation, the option for electing to draw the basic pay in the parent cadre [alongwith the Deputation (Duty) Allowance thereon and the personal pay, if any] will not be available to such employee.

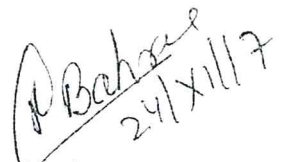
**Note: 5** The term 'same station' for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

**Note: 6** Where there is no change in the headquarters with reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

5. Para 6.1 of this Department's OM No.6/8/2009-Estt(Pay-II) dated 17.6.2010 stands amended to the above effect.

6. In so far as persons serving in the Indian Audit & Accounts Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.

7. These orders shall take effect from 1<sup>st</sup> July, 2017.

  
(Rajeev Bahree)

Under Secretary to the Government of India

1. All Ministries/Departments of the Govt. of India as per standard list.

Copy also forwarded to:

1. Secretaries to Union Public Service Commission / Supreme Court of India / Lok Sabha Sectt. / Rajya Sabha Sectt. / Cabinet Sectt. / Central Vigilance Commission / President's Sectt. / Vice-President's Sectt./Prime Minister's Office / Niti Ayog.

2. Controller General of Accounts / Controller of Accounts, Ministry of Finance.
3. Department of Personnel and Training (AIS Division) / JCA / Admn. Section.
4. Governors of all States/Lt. Governors of all Union Territories.
5. Secretary, National Council of JCM (Staff Side), 13-C, Feroz Shah Road, New Delhi.
6. All Members of Staff Side of the National Council of JCM / Departmental Council.
7. All Officers/Sections of DoPT / Department of Administrative Reforms & Public Grievances/Department of Pensions & Pensioners Welfare/ PESB.
8. Joint Secretary (Pers), Ministry of Finance, D/o Expenditure.
9. Additional Secretary (Union Territories), Ministry of Home Affairs.
10. NIC with a request to upload the OM on the website of DoPT

*Rajeev Bahree*  
24/11/17

(Rajeev Bahree)  
Under Secretary to the Government of India