

**Office of the Pr. Chief Commissioner of Income Tax
Andhra Pradesh & Telangana**
10th Floor, Income Tax Towers, AC Guards, Hyderabad-500 004
Tel No. 040 23425475, Fax: 23241427/23240403

F.No. Pr.CCIT/Settlement Commissioner/2018-19.

Date:20-02-2019

CIRCULAR

Sub: Deputation - In the office of the Income Tax Settlement Commission
Additional Bench, Kolkata – Regarding.

Please find enclosed herewith the letter dated 07-02-2019 of the Administrative Officer, Income Tax Settlement Commission(IT&WT), Additional Bench, Kolkata and the vacancy Circular for filling up the posts of 1(One)Private Secretary(Group 'B' Gazetted), 3(Three) Stenographer Gr-I(Group 'B' Non-Gazetted and 1(one) Upper Division Clerk (Group 'C' Non-Gazetted) on **DEPUTATION BASIS** in the office of the Income Tax Settlement Commission, Additional Bench, Kolkata. Details are available on website of the Settlement Commission **www.itcindia.gov.in**.

Encl: As above.


(SUBRAHMANYAM TOTA)
Dy.Commissioner of Income Tax
(HQrs)(Admn),O/o.thePCCIT,
Hyderabad.



सत्यमेव जयते

GOVERNMENT OF INDIA
INCOME TAX SETTLEMENT COMMISSION (IT & WT)
ADDITIONAL BENCH
10-C, MIDDLETON ROW, 2ND FLOOR
KOLKATA - 700 071



21545
18 FEB 2019
Olo. Pr. Chief Commissioner
Andhra Pradesh & Telangana, Hyderabad
ఆంధ్ర ప్రదేశ్ మరియు తెలంగాణ, హైదరాబాద్

19 FEB 2019
DCIT (H.Qrs.) Admn.
Olo. Pr. Chief Commissioner of Income Tax
A. P. & TELANGANA

OFFICE TEL: 22651176
EPABX NO. 2265-5841

16439

F. NO. SC/KOL/AB/14/4/2014-15 | 3679 - 3705 DATE: 07.02.2019

To,

- 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 / Gujrat Region / Karnataka & Goa Region /
Kerala Region / Madhya Pradesh & Chhattisgarh /
Mumbai Region / Nagpur Region / North East Region / North West Region /Intl. Tax &
TP, New Delhi.
- 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 , Headquarters of respective charges.

Sub: Filling up the vacancies of 1(one) Private Secretary); 3(three) Stenographer Gr- I ; 3(three) Enquiry Officers and 1(one) Upper Division Clerk in the Income Tax Settlement Commission , Additional Bench, Kolkata on deputation basis - matter reg.

Sir / Madam,

I am directed to forward herewith a Vacancy Circular for the posts of 1(one) Private Secretary (Group 'B' Gazetted); 3(three) Stenographer Gr- I (Group 'B' Non-Gazetted); 3(three) Enquiry Officers (Group 'B' Non-Gazetted) and 1(one) Upper Division Clerk in (Group 'C' Non-Gazetted) in the Income Tax Settlement Commission , Additional Bench, Kolkata which will be filled up on deputation basis for wide circulation amongst all eligible officials under your charge.

Enclosure : Aa above.

Yours faithfully,

(N. R. Chowdhury)
Administrative Officer

DCIT (Admn)
for circulation

Gopin Chandra
Pr. Circulate

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

GOVERNMENT OF INDIA
INCOME TAX SETTLEMENT COMMISSION(IT & WT),
Additional Bench,
10-C, Middleton Row, 2nd 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 th 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


(N. R. Chowdhury)
Administrative Officer

(2)

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, 2nd 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

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. Choice of place of posting
(Delli/Chennai/Kolkata/Mumbai)
10. Whether SC/ST/OBC
11. Any other relevant information
Which the candidate may like to give

Dated:

Signature of the candidate

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