



प्रधान मुख्य आयकर आयुक्त का कार्यालय,
आन्ध्र प्रदेश एवं तेलंगाना

Office of the Principal Chief Commissioner of Income Tax
Andhra Pradesh & Telangana

10वीं मंजिल, 'सी' ब्लॉक, आयकर शिखर, ए.सी. गार्ड्स, हैदराबाद-500 004
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F. No. Pr. CCIT/Circulation/2020-21

Date: 28.07.2020

VACANCY CIRCULAR

Sub: Filling up of various posts on deputation basis in the Income Tax Settlement Commission, Additional Bench, Kolkata – Reg.

Please find enclosed herewith the letter dated 08.07.2020 regarding filling up the posts of 2(two) Sr. Private Secretary (Group 'B' Gazetted), 2(two) Private Secretary (Group 'B' Gazetted), 3(three) Stenographer, Gr -I (Group 'B' Non-Gazetted), and 2(two) Upper Division Clerk (Group 'C') on **DEPUTATION BASIS** in Income Tax Settlement Commission, Additional Bench, Kolkata for circulation.

(K.H. Krishnan)
Administrative Officer (Estt.)
O/o Pr. CCIT, AP & TS, Hyderabad.

Encl: As above.



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



OFFICE TEL: 22655841, 29640237 / E-mail id - itsckol@yahoo.in

F. NO. SC/KOL/AB/14/4/2014-15/ 333-362

Date: 08.07.2020

To,

1. 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.
2. 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 2(two) Sr. Private Secretary; 2(two) Private Secretary; 3(three) Stenographer Gr- I; and 2(two) 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 2(two) Sr. Private Secretary(Group 'B' Gazetted);2(two) Private Secretary (Group 'B' Gazetted); 3(three) Stenographer Gr- I (Group 'B' Non-Gazetted); and 2(two) Upper Division Clerk (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.

Yours faithfully,

(N. R. Chowdhury)
Administrative Officer

Enclosure: As above.

Ravindra, 112
24/7/20



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
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KOLKATA - 700 071
OFFICE TEL: 22655841, 29640237/E-mail id - itskol@yahoo.in

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

CIRCULAR

Applications are invited for filling up vacant/likely to be vacant posts in the Income Tax Settlement Commission, Additional Bench, Kolkata, on deputation basis:

<u>SL. No.</u>	<u>Designation</u>	<u>Vacancy</u>	<u>Pay Level as per 7th CPC</u>	<u>Classification of Posts</u>
1.	Sr. Private Secretary	02	Level - 9	Group- 'B' Gazetted
2.	Private Secretary	02	Level - 7	Group- 'B' Gazetted
3.	Stenographer Grade - I	03	Level - 6	Group- 'B' Non-Gazetted
4.	Upper Division Clerk	02	Level - 4	Group- 'B' Non-Gazetted

The eligibility criteria and the Application Proforma are attached with this Circular.


(N. R. Chowdhury)
Administrative Officer

The eligibility criteria for appointment to the vacant posts are as under: -

<u>SL. No.</u>	<u>Designation</u>	<u>Officers under the Central Government</u>
1.	Sr. Private Secretary	i) Holding analogous posts; or ii) Private Secretary in the Pay Level- 7 as per 7 th CPC with 3 years' regular service in grade or equivalent in the parent cadre.
2.	Private Secretary	i) Holding analogous posts; or ii) Stenographer Gr. I in the Pay Level- 6 as per 7 th CPC with 5 years' regular service in grade or equivalent in the parent cadre.
3.	Stenographer Gr. I	i) Holding of analogous posts; or ii) Stenographer Gr. II in the Pay Level- 4 as per 7 th CPC with 10 years' regular service in that grade in parent cadre.
4.	Upper Division Clerk	i) Holding of analogous posts on regular basis in the parent cadre.; or ii) Lower Division Clerk in the Level- 2 as per 7 th CPC with 8 years' regular service in that grade in the parent cadre.

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 a Gazetted Officer along with Vigilance Clearance and major/minor penalty statement for the last 10 years if any, to the Secretary, Income Tax Settlement Commission, Additional Bench, 10 C, Middleton Row, 2nd Floor, Kolkata - 700 071 within 90 days from the date of this circular publication of advertisement in Employment News, whichever is later. Application not accompanying APARs/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.


(N. R. Chowdhury)
Administrative Officer

PROFORMA

APPLIATION FOR THE POST OF _____

1. Name of the Applicant
(In Capital Letters)
2. Date of Birth
3. Educational Qualification
4. Designation & Present Office
with telephone No.
5. Whether permanent/temporary/ad hoc
6. Pay drawn in the post
7. Details of the post held along with pay

Post Held	Pay & Pay Level	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

Date: _____

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

(Competent Authority
of the Parent Department
of the Candidate)