



Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
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F. No. Pr.CCIT/Circulation/2020-21

Date: 29.10.2020

VACANCY CIRCULAR

Sub: Vacancy Circular for filling up of 01(one) post of Enquiry Officer in the Income Tax Settlement Commission, Additional Bench, Kolkata on deputation – for circulation -Reg.

Please find enclosed herewith the letter in F.NO.SC/KOL/AB/14/4/2014-15/994-1023 dated 23.09.2020 received from Administrative Officer, ITSC, Kolkata regarding filling up of the post of 01(one) Enquiry Officer (Group 'B' Non-Gazetted) on **DEPUTATION BASIS** in the Income Tax Settlement Commission, Additional Bench, Kolkata for circulation .

B. Srinivasa Rao
29/10/2020

(B. SRINIVASA RAO)
Deputy Commissioner of Income Tax,
(HQrs)(Admin),
O/o.Pr.CCIT, AP&TS, Hyd.

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



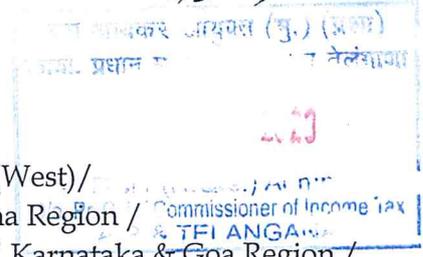
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27/10/20

F. NO. SC/KOL/AB/14/4/2014-15/ 994-1023

Date: 23.09.2020

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 post of 01(one) Enquiry Officer 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 post of 01(one) Enquiry Officer (Group 'B' 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.

C IT (Admin) 27/10/20

28/10
DC Admin

~~Pr. Chief Commissioner, IT2~~
Surya Phani, OS
 28/10/2020



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
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F. No. SC/KOL/AB/14/4/2014-15

CIRCULAR

Applications are invited for filling up the post of Enquiry Officer likely to be vacant on 01.10.2020 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.	Enquiry Officer	01	Level - 6	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.	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.

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

APPLIACTION 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

Date: _____

Signature of the candidate

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)