



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/Circulation/Estt/2020-21

Date: 28.08.2020

**VACANCY CIRCULAR**

**Sub:** Vacancy Circular for filling up of Junior Administrative Grade(JAG)/ Selection Grade(Non Functional) level posts on deputation – for circulation – Reg.

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Please find enclosed herewith the letter in HRD/CM/152/Vac.Cir/2019-20/2143 dated 25.08.2020 received from ITO(CMD)-3, HRD, New Delhi regarding filling up of Junior Administrative Grade(JAG)/ Selection Grade(Non Functional) level posts on **DEPUTATION BASIS** for circulation.

**(Dr. M. MOHAN BABU)**

Dy. Commissioner of Income Tax

(Hqrs)(Admn)

O/o.Pr.CCIT, AP&TS, Hyd.

Encl: As above.



सत्यमेव जयते

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

HRD/CM/152/Vac. Cir/2019-20 /2143

Dated:25.08.2020

To,

All Pr. Chief Commissioners of Income Tax(CCA)

Madam/Sir,

**Sub: Inviting applications to fill up of Junior Administrative Grade(JAG)/ Selection Grade (Non Functional) level posts on deputation basis in Indian Civil Accounts Service (ICAS), O/o Controller General of Accounts – Reg.**

Please refer to the above.

2. In this regard, the undersigned is directed to enclose vacancy circulars F. No. A-35017/2/2020-Group A-CGA/(857)/3630 dated 10.08.2020 in respect of Group 'A: officers inviting application from eligible officers for the post of Junior Administrative Grade(JAG)/ Selection Grade (Non Functional) level with a request that the above Vacancy Circular may be circulated to all the concerned officers and names of suitable/willing officers may be forwarded to the office of Pr. DGIT (HRD), New Delhi for further necessary action. While forwarding the application the date of filing of IPR for 2019 alongwith a confirmation in respect of details of history of postings available on [www.irs-officeronline.gov.in](http://www.irs-officeronline.gov.in) as well as eligibility of the officer in terms of the vacancy circular must be provided.

3. The willing officers are requested to go through the instructions as laid down in this office letter no. HRD/CM/106/121/2013-14/ Deputation Policy/6746 dated 08.02.2019, which was uploaded in [www.irs-officeronline.gov.in](http://www.irs-officeronline.gov.in) on 08.02.2019, while applying for the above mentioned post. The gist of the instructions is reproduced below for ready reference:

- The applications should be submitted 'Through Proper Channel'. Applications along with its enclosures, sent by the concerned CCA through its official email ID to this office email ID [emdhrd@incometax.gov.in](mailto:emdhrd@incometax.gov.in) will be treated as received through proper channel.
- The application must reach this office at least 2 weeks before the last date of submission of application

4. The last date of submission of application is 31.08.2020. Therefore, for timely processing of application the duly filled application of eligible officers should reach this office at the earliest.

Yours faithfully,

Encl: As Above

  
(Sanju R Chauhan)  
Income Tax Officer,  
(CMD)-3, HRD New Delhi

Copy to: The Web [www.irs-officeronline.gov.in](http://www.irs-officeronline.gov.in) with the request to upload the letter on the website along with its enclosures.

  
Income Tax Officer,  
(CMD)-3, HRD New Delhi

FIS-1467453/20

भारत सरकार  
महालेखा नियंत्रक कार्यालय (928)  
वित्त मंत्रालय, व्यय विभाग  
महालेखा नियंत्रक भवन  
चतुर्थ तल, ब्लॉक-ई, जी. पी. ओ. कॉम्प्लेक्स,  
आई. एन. ए. नई दिल्ली-110023  
GOVERNMENT OF INDIA  
OFFICE OF CONTROLLER GENERAL OF ACCOUNTS  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
MAHALEKHA NIYANTRAK BHAWAN  
4th FLOOR, BLOCK-E, G.P.O COMPLEX, INA  
NEW DELHI-110023

TEL. : +91-11-24617758, Fax : +91-11-24622305  
Dated: 11.08.2020



सत्यमेव जयते

सोमा रॉय बर्मन  
महालेखा नियंत्रक

SOMA ROY BURMAN  
Controller General of Accounts

F.No.A-35017/2/2020-Group-A-CGA/3633

Dear

Shri Pramod Chandra Mody,

The office of the Controller General of Accounts, Ministry of Finance, Department of Expenditure as part of its vision to strengthen governance through excellence in Public Financial Management is administering an effective and responsive system for payment, budgeting and accounting in Central Civil Ministries/ Departments of Government of India. Besides, the Internal Audit and Pension payments are the other key responsibilities of the Department.

The mandate of the office of Controller General of Accounts is implemented through its field offices located in different Civil Ministries / Departments. At present, a large number of vacancies in the grades of Non Functional Selection Grade (NFSG) and Junior Administrative Grade (JAG) have arisen in Delhi. The department has decided to fill these vacancies on deputation basis and recently vide circular dated 10/08/2020 (copy enclosed) invited applications for filling up of these posts. The period of deputation will be initially for a period of one year extendable up to three years. The standard terms and conditions of the deputation will be regulated in accordance with the DoPT office Memorandum No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended from time to time.

We believe that officers from other Central Services possess the knowledge and experience that would help them the discharge these responsibilities.

May I, therefore, request you to send a panel of eligible and willing Group A officers along with required documents specified in the circular ibid for being considered for the above mentioned posts on deputation basis.

अपर आयकर महानिदेशक (मा. सं. वि.)-3	दिनांक 20/08/2020
अपर आयकर निदेशक (सी. एन. डी.)-3	
अपर आयकर निदेशक (टी.सी.डी.)	
वरिष्ठ निजी सहायक	

Kind regards,

Yours sincerely,

Soma Roy Burman  
11.8.2020

(Soma Roy Burman)

प्र. आयकर महानिदेशक (मा. सं. वि.)	दिनांक :- 20/8/2020
अ. महा. नि.-1	
अ. महा. नि.-2	
अ. महा. नि.-3	<input checked="" type="checkbox"/>
अ. महा. नि. (परीक्षा एवं रा. प्रा.)	
प्र. आयकर महानिदेशक (मा. सं. वि.)	मुख्या, हेडक्वार्टर निजी सहायक

Shri Pramod Chandra Mody,  
Chairman,  
CBDT,  
North Block,  
New Delhi.



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(Government of India)  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
Mahalekha Niyantarak Bhawan  
Block-E, GPO Complex, INA, New Delhi-110023

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No. A- 35017/2/2020-Group A- CGA/ (857)/ 3630

Dated: 10<sup>th</sup> August, 2020

Circular

Subject: Inviting applications to fill up Junior Administrative Grade (JAG)/ Selection Grade (Non-Functional) level posts on deputation basis in Indian Civil Accounts Service (ICAS), O/o Controller General of Accounts-reg.

Applications are invited from eligible and willing officers from the departments of Central Government to fill up 14 JAG/NFSG level posts in Indian Civil Accounts Service (ICAS) on deputation basis at Delhi.

2. The deputation period is initially for a period of one year and extendable up to three years subject to willingness of individual and approval of the Government. The eligibility criteria is indicated at Annexure-A. Standard terms and conditions of the deputation will be regulated in accordance with the DoPT OM No. 6/8/2009-Est.(Pay.II) dated 17/06/2010 as amended from time to time.

3. Willing and eligible officers, who can be spared by their parent cadre immediately on selection, may send their applications in the enclosed proforma (Annexure-I) along with Cadre Clearance, Vigilance Clearance, Integrity Certificate. A certificate in the form of Annexure-II of Cadre Controlling Authority along with attested copies of Annual Performance Appraisal Reports (APAR) for the last 5 years may be sent through proper channel to Sr. Accounts Officer (HR-I), O/o Controller General of Accounts, M/o Finance, Department of Expenditure, Room No. 202, Second Floor, GPO Complex, Block-E, INA, New Delhi-110023 by 31/08/2020 by post or by mail to e-mail ID [groupa-cga@gov.in](mailto:groupa-cga@gov.in).

(Suman Bala)

Jt. Controller General of Accounts  
Ph: 24645814

To:

Sr. Accounts Officer (ITD) for uploading on cga's website.

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(Annexure-A)

Eligibility Criteria for deputation to JAG/ NFSG level in the Indian Civil Accounts Service.

Name of the Post	JAG/ NFSG level
1 Pay Level in the Pay Matrix	Level-13 in the Pay Matrix as per 7 <sup>th</sup> CPC [ PB- 4 ( ₹ 34,400-67,000) Plus Grade Pay ₹ 8,700 as per 6 <sup>th</sup> CPC] for NFSG  Level-12 in the Pay Matrix as per 7 <sup>th</sup> CPC [ PB - 3 ( ₹ 15,600-39,100) Plus Grade Pay ₹ 7,600 / as per 6 <sup>th</sup> CPC] for JAG
2 Eligibility	Officers from the departments of Central Government holding the analogous post in the parent cadre in the Level-13 of Pay Matrix as per 7 <sup>th</sup> CPC { PB - 4 ( ₹ 34,400-67,000) Plus Grade Pay ₹ 8,700 as per 6 <sup>th</sup> CPC }  <b>OR</b> Level-12 of Pay Matrix as per 7 <sup>th</sup> CPC {PB - 3( ₹ 15,600-39,100) Plus Grade Pay ₹ 7,600 / as per 6 <sup>th</sup> CPC }  <b>OR</b> Officers from the departments of Central Government having 5 years of regular service in the Level-11 of Pay Matrix as per 7 <sup>th</sup> CPC {PB - 3( ₹ 15,600-39,100) Plus Grade Pay ₹ 6,600 / as per 6 <sup>th</sup> CPC }.
3 Educational Qualification	Bachelor's Degree from a recognized University or equivalent.
4 Experience	Minimum experience of two years in the field of Accounting/ Budgeting/ Finance/ General Administration/ Procurement/ Audit/ Information Technology etc.
5 Age limit	The Maximum age limit is 56 years as on the closing date of receipt of application.
6 Duration of Deputation	Initially for a period of one year and extendable maximum upto 3 years, as per Recruitment Rules.
7 Other terms and condition	As per DoPT rules on the deputation.

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(ANNEXURE-1)

**APPLICATION FOR JAG / NFSG / LEVEL**

1.	Name (in Block Letter) (Sh./Smt./Ms.)					
2.	Date of Birth					
3.	Designation & Pay Band with Grade Pay					
4.	Cadre / Service to which belong					
5.	Education Qualifications					
6.	a	Details of the present post held				
	b	Date from which held				
	c	Pay Band with Grade Pay				
	d	Whether regular / adhoc/ deputation				
	e	If the present post is held on deputation basis since when and the date on which the deputation period will be completed				
	f	If the position held is on deputation, the regular post held in the cadre with Pay Band with Grade Pay and from which date				
7.	Position held in chronological order.					
S.No	Name of Office/ Organization where employed	Post held and Service / Cadre to which it belongs	From	To	Scale of Pay/ Pay Band with Grade pay	Nature of duties performed
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)

8. Additional information, if any, in support of the application for the post.

Place:  
Date:

Signature of the Candidate:  
Tel. No.:  
Mobile No.:  
Office Address:  
Residential Address:

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(ANNEXURE-II)

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER / HEAD OF OFFICE  
/NOMINATING AUTHORITY

1. Certified that the particulars furnished by Sh./ Smt. / Kum.....  
.....are correct and he / she possesses educational qualifications  
and experience mentioned in Annexure-I.
2. It is also certified that there is no Vigilance / Disciplinary case either pending or  
being contemplated against him/ her.
3. His / her Integrity is certified.
4. No major / minor penalty has been imposed on Sh./Smt./Kum .....  
..... during the last 10 years.
5. The attested photocopies of ACR/ APARs for the last five years in respect of  
Sh./ Smt./ Kum..... is enclosed herewith.

Signature:

Name, designation of the forwarding:

Officer with seal & Telephone No.:

Place:

Date: