



Government of India
Ministry of Law & Justice
INCOME TAX APPELLATE TRIBUNAL
PRATISHTHA BHAVAN, 3RD & 4TH FLOOR
101, MAHARSHI KARVE MARG
MUMBAI - 400 020.
Tel.022-22033848

No.F.301-Ad(AT)/2021-22

Dated : 13th September, 2021

VACANCY CIRCULAR

Applications are invited from the eligible candidates in the prescribed proforma enclosed herewith as Annexure –I for filling up the existing vacancies of Senior Private Secretaries (Group 'B' Gazetted) in the Pay Scale of ₹ 9300 – 34800 with Grade Pay ₹4800/- since revised w.e.f. 01.01.2016 to ₹47,600 – 1,51,100 (Level - 8) on deputation basis at the various Benches of the Income Tax Appellate Tribunal.

Total no. of vacancies for Senior Private Secretary – 45 (Mumbai, Nagpur, Panaji, Raipur, New Delhi, Agra, Lucknow, Allahabad, Jabalpur, Chennai, Kolkata, Patna, Guwahati, Cuttack, Ranchi, Chandigarh, Amritsar, Jaipur, Jodhpur, Ahmedabad, Rajkot, Indore, Surat & Cochin).

2. **ELIGIBILITY**

I. **For Senior Private Secretaries**

A) **Officers under the Central or State Government :**

- i. holding analogous post on regular basis, in the parent cadre or department or;
- ii. with 3 years' service in the Private Secretary grade rendered after appointment thereto on regular basis in the scale of ₹9300 – 34800/- with Grade Pay ₹4600/- (pre-revised) since revised w.e.f. 01.01.2016 as ₹44,900 – 1,42,400/- (Level – 7) or equivalent in the parent cadre or department; and

- B) Possessing a speed of 120 word per minute in English shorthand and must have working knowledge of computers, having knowledge to operate upon software like Microsoft Office, Excel or Page makers.

Period of Deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some

other organization or department of the Central Government shall ordinarily not exceed 3 years.

3. The tenure of deputation will be for a period of 3 years and extendable by 2 more years.
4. The terms and conditions of deputation including the pay of the officer selected on deputation will be governed by DoPT's O.M. No.6/8/2009-Estt.(Pay II) dated the 05th January, 1994, as amended from time to time.
5. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of the receipt of applications.
6. The selected officers are liable to be transferred to any Bench/ Benches of the Tribunal located at various places in India, if exigency so warrant.
7. Eligible officers may forward their applications to the undersigned in the prescribed proforma(Annexure-I) in duplicate through proper channel latest by 31.10.2021, alongwith the attested copies of ACRs of last 5 years and the following certificates from the competent authority:
 - a) Certificate to the effect that the particulars furnished in the application are correct.
 - b) Certificate to the effect that no disciplinary proceedings are either pending or contemplated against the applicant.
 - c) Certificate regarding Integrity of the applicant.
8. The Competent Authority may forward the applications of those officers only who could be spared immediately in the event of their selection. Applications received after the last date or without upto date ACR Dossiers or otherwise found incomplete, will not be entertained. However, in genuine cases late applications may also be considered, if the delay is explained by reasonable cause.
9. The applications, complete in all respects, may be forwarded to the Officer mentioned in the letter accompanying this vacancy circular.

ASSISTANT REGISTRAR

**PROFORMA FOR APPLYING FOR THE POST OF
SENIOR PRIVATE SECRETARY IN THE INCOME TAX APPELLATE TRIBUNAL**

1. Name and Address in Block Letters :
2. Date of Birth (in Christian Era) :
3. Date of Retirement under Central/
State Govt. rules :
4. Educational Qualifications :
5. Whether educational and other
qualifications required for the post
are satisfied (if any qualification has
been treated as equivalent to the
one prescribed in the rules, state the
authority for the same.

	Qualifications/ experience required	Qualifications/ Experience possessed by the Officer
Essential		
Desired		

6. Please state clearly whether in the
light of entries made by you above,
you meet the requirements of the post :
7. Details of employment in chronological
Order enclose a separate sheet, duly
authenticated by your signature,
if the space below is insufficient :

Office/ Institute Organisation	Post held	Period		Scale of Pay and Basic Pay.	Nature of Duties.
		From	To		
1.	2.	3.	4.	5.	6.

8. Nature of present employment i.e.
ad-hoc or temporary or quasi-
permanent or permanent
9. In case the present employment is
held on deputation/contract basis,
please state:-

- (a) The date of initial appointment. :
 - (b) Period of appointment on deputation/contract. :
 - (c) Name of the parent offices/ organization to which you belong :
10. Additional details about present employment
- (a) Central Government :
 - (b) State Government :
 - (c) Autonomous Organizations :
 - (d) Government Undertakings :
 - (e) Universities :
11. Total emoluments per month now drawn :
12. Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient :
13. Whether belongs to SC/ST. :
14. Mention at least three Bench(es)/stations of the I.T.A.T., in order of preference, where you would like to be appointed/posted.
- i) _____
 - ii) _____
 - iii) _____
15. Mobile No. and email id.
16. Remarks.

Signature of the candidate

Certificate to be furnished by the Head of Office

1. Service particulars of _____, furnished above have been verified from his/her service records and found to be correct.
2. Certified that no vigilance/ disciplinary proceedings is pending or contemplated against _____.
3. _____ will be relieved of his/her duties from this Office to take up the new assignment on his/her selection for appointment to the post.

Date:

Signature

Place:

Name

Designation

Office seal