

**SPEED POST**



**आयकर अपीलीय अधिकरण**  
केंद्रीय सरकार कार्यालय भवन, "प्रतिष्ठा भवन",  
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No.F.301-Ad(AT)/2021-22

Dated : 07<sup>th</sup> January, 2022

### **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 – 34 (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 05<sup>th</sup> 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 **within 60 days from the date of publishing the advertisement in the Employment News**, 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