

**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

- 4. Service particulars of _____, furnished above have been verified from his/her service records and found to be correct.
- 5. Certified that no vigilance/ disciplinary proceedings is pending or contemplated against _____.
- 6. _____ 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