



RN-16167/24

आयकर अपीलीय अधिकरण, जबलपुर न्यायपीठ, जबलपुर

Income Tax Appellate Tribunal, Jabalpur Bench, Jabalpur

फ्लोरा हाउस, 46, नेपियर टाउन, कृष्णा होटल के पास, जबलपुर (म.प्र.) - 482001

'Flora House', 46, Napier Town, Near Hotel Krishna, Jabalpur (M.P.) - 482001

दूरभाष संख्या/Telephone No.0761-2450543

ई-मेल आईडी/E-mail id-jabalpur.bench@itat.nic.in

फा.सं. 5-एडी/एटीजे/2024-25

दिनांक: 27-11-2024

सेवा में,

To,

The Office in charge,
District & Sessions Court Jabalpur,
Near Ghanta Ghar, South Civil Lines,
Jabalpur- 482001.

VIAA
29-11-24
DAO

विषय: आयकर अपीलीय अधिकरण में वरिष्ठ निजी सचिव एवं निजी सचिव के रिक्त पदों को सीधी भर्ती के माध्यम से भरने के संबंध में।

महोदय,

उपरोक्त विषय के संबंध में यह सूचित किया जाता है कि आयकर अपीलीय अधिकरण के रिक्ति परिपत्र दिनांक 22.10.2024 (संलग्न) के अनुसार, अधिकरण की विभिन्न न्यायपीठों में वरिष्ठ निजी सचिव (समूह "ख" राजपत्रित, लेवल- 8) एवं निजी सचिव (समूह "ख" राजपत्रित, लेवल-7) के रिक्त पदों को सीधी भर्ती के माध्यम से भरा जाना है।

उक्त नियुक्ति के लिए वरिष्ठ निजी सचिव (समूह "ख" राजपत्रित, लेवल- 8) एवं निजी सचिव (समूह "ख" राजपत्रित, लेवल-7) के रिक्त पदों का रिक्ति परिपत्र एवं प्रारूप के संबंध में पूर्ण जानकारी विभाग की वेबसाइट itat.gov.in पर उपलब्ध है, इच्छुक अभ्यर्थी अपना आवेदन आवश्यक दस्तावेज सहित, परिपत्र में दिए गए पते पर उचित माध्यम से रिक्ति परिपत्र की तिथि से 60 दिनों के अंदर भेज सकते हैं।

अतः आपसे अनुरोध है कि इस पत्र को अपने कार्यालय/संस्थान में सभी पात्र संबंधितों को परिचालित करने एवं आपके कार्यालय के सूचना पटल पर चस्था करने की कृपा करें।

भवदीय

कृते सहायक पंजीकार
सहायक पंजीकार / Assistant Registrar

आयकर अपीलीय अधिकरण
INCOME TAX APPELLATE TRIBUNAL
जबलपुर / JABALPUR



**Income Tax Appellate Tribunal
Ministry of Law & Justice
Government of India**

6th & 4th Floors, Pratishtha Bhavan, Old OGO Building,
101, Maharashtra Karve Marg, Mumbai – 400.020
Email ID – admin.ho@itat.nic.in

No.F.301-Ad(ATD)/DR/2024-25

DATED : 22nd October, 2024

Vacancy Circular

Applications are invited from Indian Nationals (citizens of India as defined in the Constitution of India or under any law made by the Parliament to regulate the rights for citizenship) for filling up existing as well as anticipated vacancies in the cadres of Senior Private Secretary/ Private Secretary (both Group 'B' Gazetted) at various Benches of Income Tax Appellate Tribunal.

2. THE DETAILS OF THE POSTS

2.1 No. of Vacancies:-

Senior Private Secretary- 15 (SC-02, ST-00, OBC-01, EWS-03, Gen.-09)
(Horizontal Vacancy - PWD: 01)

Private Secretary- 20 (SC-02, ST-01, OBC-09, EWS-00, Gen.-08)
(Horizontal Vacancy - PWD: 01)

The number of vacancies and resultant bifurcation as per reservation policy of Govt. of India, as indicated above is tentative and may change subsequently.

2.2 Scale of Pay –

Senior Private Secretary – ₹47,600/- to ₹1,51,100/-, Pay Level-8 of the Pay Matrix

Private Secretary – ₹44,900/- to ₹1,42,400/- Pay Level-7 of the Pay Matrix

3. ELIGIBILITY AND OTHER CONDITIONS:

Educational and other qualifications for the posts of Senior Private Secretary & Private Secretary are as under:-

- i) Degree of a recognized University or equivalent
- ii) A speed of 120 w.p.m. in English Shorthand

- iii) Working knowledge of computers, having knowledge to operate upon the software like Micro Soft Office, Excel or Page-makers.

4. AGE LIMIT

4.1 For all candidates the age for applying for the posts shall not exceed 35 years.

4.2 The crucial date for determining the age limit shall be the 45th day from the publication of advertisement in the 'Employment News'.

4.3 It may be noted that the crucial date for determining the age limit, as prescribed in para 4.2 above, shall be the same for the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory of Ladakh, Lahaul & Spiti district and Pangl, Sub Division of Chamba district of Himachal Pradesh, Union Territories of Andaman & Nicobar Islands or Lakshadweep.

4.4 Standard relaxation, in accordance with the instructions or orders issued by the Central Government from time to time, for Govt. servants and SC/ST/OBC shall be applicable.

5. TEST/ EXAMINATION SCHEME :

5.1 The recruitment shall be through Written Examination, Skill Test followed by Personal Interview.

5.2 The written examination and skill test shall be conducted at the following 8 stations.

- (i) Delhi
- (ii) Mumbai
- (iii) Kolkata
- (iv) Chennai
- (v) Bangalore
- (vi) Guwahati
- (vii) Lucknow
- (viii) Ahmedabad

5.3 The candidates shall be required to opt for two centers of their choice as per their order of preference. However, if sufficient number of applications for any particular station are not received, the ITAT shall have the prerogative to cancel such center and the candidate shall be required to appear at the second center chosen by him/her.

5.4 The scheme of Written Examination, Skill Test and Personal Interview shall be as under:-

WRITTEN EXAMINATION				
Sl. No.	Test		Marks	Syllabus
1.	Paper-1:	General	100	Essay of minimum 250 words, Letter

	English			Writing, Precise Writing and Grammar.
2.	Paper-2: General knowledge & Reasoning	General	100	General knowledge/ General Studies, Logical Reasoning, Current Affairs.
SKILL TEST				
1.	Skill test		100	English Shorthand @120 WPM English Typing @45 WPM
PERSONAL INTERVIEW				
			50	

- 5.5 The Written Examination (papers of General English, General knowledge & Reasoning) and Skill Test shall be in English medium only.
- 5.6 Candidates shall need to secure minimum qualifying marks in Written Examination (50% for candidates belonging to General category, 45% for candidates belonging to OBC/ EWS category and 40% for candidates belonging to SC/ST/ PWD categories).
- 5.7 The Skill Test shall be evaluated only in respect of those candidates who would secure minimum qualifying marks in Written Examination.
- 5.8 Only those candidates, who are shortlisted after Skill Test, shall be called for Personal Interview. The date and venue for the same shall be notified later.
- 5.9 The candidates are not entitled to any TADA for appearing for Written Examination, Skill Test and Personal Interview. However, the candidates belonging to SC/ST category, who are not already in service of Central/State Government, Central/State Government Corporation, Public Sector Undertaking, Local Government Institute or Panchayat, etc., shall be reimbursed to and fro 2nd Class Ordinary or Sleeper Class railway fare or bus fare by the shortest route on production of tickets, as per Government of India guidelines.
- 5.10 Any physical correspondence / e-communication/ queries from individual candidates regarding Written Examination, Skill Test, Personal Interview and final result shall not be entertained by this office. The shortlisted/ successful candidates will be informed by speed post and email. General Notifications regarding Written Examination, Skill Test, Personal Interview and final result shall also be uploaded on official website of the ITAT. Hence, the applicants are advised to regularly check their email and official website of the ITAT i.e. <https://www.itat.gov.in>.

6. General instructions:

- 6.1 The application form as well as envelope containing the same should be clearly inscribed with 'APPLICATION FOR THE POST OF Sr.PS/ PS/ Sr.PS & PS BOTH'

6.2 The applicants, who wish to apply for both posts, are required to submit single application. A single examination shall be conducted for both the posts, therefore, depending on the rank acquired in the consolidated merit list, the post of Sr.PS/PS shall be offered.

6.3 The applications duly filled in the prescribed proforma, in English, should be accompanied by self-attested copies of

- a) Matriculation certificate as proof of date of birth.
- b) Graduation Degree.
- c) English Shorthand Certificate from recognized institution (with clear mention of requisite speed of 120 w.p.m.).
- d) Caste certificate in respect of SC/ST issued by the Competent Authority.
- e) Latest Non-Creamy Layer certificate in respect of OBC issued by the Competent Authority.
- f) Latest Income & Asset Certificate in respect of EWS issued by the Competent Authority.
- g) Disability certificate, in respect of persons with disability (PWD), indicating the nature and percentage of disability issued by the Competent Authority.
- h) Recent Passport size photograph, with signature of the applicant across, is to be affixed on the application form. **Two recent photographs are also to be enclosed along with the application.**

6.4 The applications are to be sent to the Deputy Registrar, Income Tax Appellate Tribunal, Pratishta Bhavan, Old Central Govt. Offices Building, 4th floor, 101, Maharsni Karve Marg, Mumbai - 400 020

6.5 The applications should reach the above address within 45 days from the date of publication of the advertisement in the 'Employment News'.

6.6 The applications from those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory of Ladakh, Lahaul & Spiti district and Pangl Sub Division of Chamba district of Himachal Pradesh, Union Territories of Andaman & Nicobar Islands or Lakshadweep should reach within 60 days of publication of advertisement in the Employment News.

6.7 The applicants, presently employed in Central Government/ State Government/ Public Sector Undertaking/ Autonomous Bodies, etc. must apply through proper channel along with 'No Objection Certificate' from the Competent Authority in the format provided along with the application form.

7. DISQUALIFICATION

7.1 The applications, which are:-

- (i) Incomplete.
- (ii) Not supported by duly self-attested copies of relevant documents in support of age, educational and technical qualifications,
- (iii) Not accompanied by two recent Passport size photographs,
- (iv) Not accompanied by relevant certificate issued by the Competent Authority regarding caste, non-creamy layer, disability, EWS category, wherever applicable,
- (v) Received after the prescribed last date,
- (vi) Not received through proper channel, wherever applicable,
- (vii) From the applicants against whom any criminal case is pending

shall not be entertained and shall be outrightly rejected.

7.2 The candidature of candidates, found to be resorting to any sort of malpractice/ canvassing, will be outrightly rejected.

8. **FINAL AUTHORITY ABOUT ELIGIBILITY** – The decision of ITAT in all matters relating to eligibility, acceptance or rejection of the application, mode of selection will be final and no query or correspondence in this regard shall be entertained.

9. **PERIOD OF PROBATION** – The selected candidates shall be on probation for a period of 02 years from the date of joining the post.

10. **POSTING** – This is an all India service and selected candidates may be posted in any of the Benches of the ITAT across the country.

11. Apart from English, this Vacancy Circular is also being published in Hindi and Urdu. In case of any confusion/ conflict among English, Hindi & Urdu versions, the English version will prevail.

(BIJU P.K.)
ASSISTANT REGISTRAR

APPLICATION FOR THE POST OF SENIOR PRIVATE SECRETARY/ PRIVATE SECRETARY / SENIOR PRIVATE SECRETARY AND PRIVATE SECRETARY BOTH

(Strike out whichever is not applicable)

Please paste
(not pin) a
recent passport
size colored
photograph with
signature
across

1.	Full Name of the candidate (in Block letters)	Mr./ Mrs./Ms.			
2.	Father's/ Spouse Name (strike off whichever is not applicable)				
3.	Category (SC/ST/OBC/EWS/Gen.), if belonging to SC/ST/OBC/EWS, relevant certificate is to be enclosed.				
4.	Whether person with disability (PWD), if so relevant disability certificate is to be enclosed.				
5.	Nationality:				
6.	Gender:	Male	Female	Transgender	
7.	Religion :				
8.	Date of Birth				
9.	Age as on the closing date	Years	Months	Days	
10.	Present postal address with Pin Code (for communication)				
11.	Permanent address With Pin Code				
12.	Valid Email ID				
13.	Mobile No				
14.	Educational qualification (from 10 th onwards)	10 th	12 th	Graduation	Any other

	(i) Name of Examinator					
	(ii) University/ Board					
	(iii) Month and Year of Passing					
	(iv) Subject					
	(v) Percentage of marks					
15 A	Technical qualification	Shorthand		Typing		
	(i) Name of the institution					
	(ii) Speed					
15 B	Whether possess working knowledge of computer (Please tick whichever is applicable)	Yes		No		
16.	Two choices of examination centers, in order of preference	1. 2.				
17.	Details of Employment in chronological order(enclose a separate sheet, duly authenticated by your signature, if necessary)	Name of the organization	Post held	Nature of duties	From	To
18.	Additional information, if any, which you would like to mention in support of your suitability for the post (enclose separate sheet, if necessary)					
19.	List of enclosures					
Declaration						
(i) I hereby declare/ certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/ false or incorrect or ineligibility being detected before or after the examination, my candidature/ appointment is liable to be cancelled at any stage of recruitment.						
(ii) I hereby certify that there is no criminal case pending against me.						
Date:						
Place:		(Signature of candidate)				

**CERTIFICATE TO BE GIVEN BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY
OF THE APPLICANT**

It is certified that the information/ details provided in the above application by the applicant are true and correct as per the available records. He/ She possesses educational and technical qualifications as mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified that;

(i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt.

(ii) His/ Her integrity is certified.

(iii) No major/ minor penalty has been imposed on him/ her during the last 10 years.

Or

A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be).

Signature -

Name -

Designation -

(Employer/ Cadre Controlling Authority with Seal)