

Income Tax Settlement Commission (IT & WT)

Additional Bench

10-C, Middleton Row, 2nd Floor, Kolkata

Circular

Applications are invited for filling up the following vacant/likely to be vacant posts in the Additional Bench of Income Tax Settlement Commission at Kolkata, on deputation basis.

Sl. No.	Name of the Post	No. of Post	Pay Level as per 7th CPC Pay Matrix.	Classification of Posts
1.	Private Secretary (vacant)	1 (one)	Level-7 (Grade Pay of Rs. 4,600/-)	Group - 'B' (Gazetted)
2.	Stenographer Grade-I (vacant)	3 (three)	Level-6 (Grade Pay of Rs. 4,200/-)	Group - 'B' (Non-Gazetted)
3.	Enquiry Officer (Two posts are vacant and one post is likely to be vacant)	3 (three)	Level-6 (Grade Pay of Rs. 4,200/-)	Group - 'B' (Non-Gazetted)
4.	Upper Division Clerk (vacant)	1 (one)	Level-4 (Grade Pay of Rs. 2,400/-)	Group - 'C' (Non-Gazetted)

The eligibility criteria and the Application Proforma are available in our website www.itscindia.gov.in.

The eligibility criteria for appointment to the above posts are as under:-

Officers under the Central Government

- I. **Private Secretary**
 - i. Holding analogous posts, or
 - ii. Stenographer Grade-I in the pre-revised Pay Scale of Rs. 9,300-34,800 with Grade Pay of Rs. 4,200/- with 5 years' regular service in the grade or equivalent in the parent cadre or department.
- II. **Stenographer Grade-I**
 - i. Holding analogous posts on regular basis, or
 - ii. Stenographer Grade-II in the pre-revised Pay Scale of Rs. 5,200-20,200 with Grade Pay of Rs. 2,400/- with 10 years' regular service in the grade
- III. **Enquiry Officer**
 - i. Inspector of Income Tax; or
 - ii. Assistant of the Central Secretariat Service with experience of working related to Direct Taxes; or
 - iii. Sr. Tax Assistant in the Income Tax Department who are graduates with 3 years' service as Tax Assistant with experience of Income Tax assessment work.
- IV. **Upper Division Clerk**
 - i. Holding analogous post on regular basis in the parent cadre or department; or
 - ii. Lower Division Clerks with 8 years' regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised pay scale of Rs. (5,200-20,200) with Grade Pay of Rs. 1,900/- in the parent cadre or department.

Applications of suitable persons having requisite experience and qualifications and willing to join this Commission may please be forwarded to this office in the prescribed proforma along with photocopies of their APARs for the last five years duly attested by the Gazetted Officer alongwith vigilance clearance and major/minor penalty statement for the last 10 years if any, to the Secretary, Income Tax Settlement Commission, Addl. Bench, 10C, Middleton Row, 2nd Floor, Kolkata **within 90 days from the date of publication**. Applications not accompanying APARs/Vigilance Clearance or otherwise incomplete are liable to be rejected. While forwarding the applications it may please be ensured that the age of the applicants does not exceed 56 years as on closing date of receipt of applications.

(N. R. Chowdhury)
Administrative Officer

Proforma

Application for the Post of _____

1. Name of the Applicant (In capital letters) _____
2. Date of Birth _____
3. Educational Qualification _____
4. Designation & Office where Presently posted with telephone No. _____
5. Whether permanent/temporary/adhoc _____
6. Pay drawn in the post _____
7. Details of post held along with pay _____

Post held	Pay Band & Grade Pay	Duration	
		From	To

8. Experience in the subject field of selection _____
9. Choice of place of posting (Delhi/Chennai/Kolkata/Mumbai) _____
10. Whether SC/ST/OBC _____
11. Any other relevant information Which the candidate may like to give _____

Dated :

Signature of the Candidate

Certified that no vigilance and disciplinary case is pending or contemplated against the applicant in the office.