

मिनिम युद्ध आचरण
म उपाय एवं सेवा शुद्ध
मोडल 24942
24 NOV 2016
AC
हस्ताक्षर

F.NO.Q21012/1/2016-Ad.IC(AAR)
Government of India
Ministry of Finance
Department of Revenue

299

New Delhi, dated: the 31st October, 2016

Circular

Subject: Filling up of one post of Administrative Officer in the Income Tax Settlement Commission, Additional Bench at Mumbai on Deputation/Promotion- Regarding.

The undersigned is directed to say that one post of Administrative Officer in the Pay Band 3 Rs.15600 – 39100 + Grade Pay of Rs.6600/- (pre-revised) in the Income Tax Settlement Commission, Additional Bench at Mumbai is proposed to be filled up on deputation/promotion basis on the following terms & conditions:

I. Eligibility Conditions

Officers under the Central Government:

- (a) i) holding analogous post on regular basis in the parent Cadre/ Department; or
- ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.8000-275-13,500/- (Level 10 in the Pay Matrix – Revised) or equivalent in the parent Cadre/Department; or
- (iii) with eight years' service in the posts in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.6500-200-10500/- (Level 7 in the Pay Matrix – Revised) or equivalent in the parent Cadre/Department; and
- (b) possessing five years' experience in administration, establishment and accounts matters.

II. The Departmental Superintendent in the Pay scale of Rs.6500-200-10500 (Level 7 in the Pay Matrix – Revised) of the Bench concerned with eight years' regular service in the grade shall also be considered along with outsiders. In case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.

SRM Gaurav / Ashish

30/11

CCY

2. The Administrative officer is expected to handle all administrative work and also function as Drawing & Disbursing Officer. He will also have to discharge the functions of Secretary in the Commission.

3. All Ministries/Departments are requested to circulate the vacancy amongst the eligible officers, under their control, and forward the applications of the eligible and willing officers in the enclosed proforma in duplicate alongwith the following documents: -

- xi) Complete and up-to-date Confidential Character Rolls dossiers or the attested photocopies of the ACRs (on each page) for the last 5 years duly attested by an officer, not below the rank of Under Secretary.
- xii) Cadre Clearance Certificate; as per the format enclosed.
- xiii) Vigilance Clearance; as per the format enclosed .
- xiv) Integrity Certificate; as per the format enclosed.
- xv) Statement indicating the major/minor penalties imposed upon the applicant during the last 10 years; as per the format enclosed.

4. While forwarding the applications of the eligible and willing officers, the particulars furnished by the applicants should be duly verified/countersigned by Parent Office. Incomplete applications or applications not received through proper channel or applications received after the specified date shall not be entertained and would be straightaway rejected. The candidates, in the event of their selection, will not be allowed to withdraw their candidature subsequently on any ground.

5. The applications (in duplicate) should reach the Under Secretary, Ad.I-C (AAR), Ministry of Finance, Department of Revenue, Room No.245(A), North Block, New Delhi within 45 (forty five) days from the date of publishing advertisement in the Employment News.

Encl: As above.


(S. Bhowmick)

Under Secretary to the Government of India
Tel No. 2309 5359

To

- i) CBEC/CBDT/All Ministries/ Departments- for wide circulation and putting on their website.
- ii) SO (Computer) – to upload it on DoR's website.