



**Office of the Secretary,
Authority for Advance Rulings (Income-Tax),
Room No. 1102, 11th Floor, Pratistha Bhavan,
MK Gandhi Road, MUMBAI-400 020.**

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F. No. AAR (IT)-MUM/ Vacancy circular /2016-17 Date: 03.10.2016

SUB: Recruitment of officers/officials on deputation basis- calling for Applications from eligible persons - Regarding.

The office of the Secretary, Authority for Advance Rulings (IT), Mumbai requires 11 Group-B/Group-C officers/officials. All these posts are to be filled on deputation basis. For full details and downloading vacancy circular, visit our website www.aar.gov.in and www.incometaxindia.gov.in. The vacancy circular is also available, free of cost, in the office of the JCIT, AAR (IT), Room No. 1103, 11th floor, Pratistha Bhavan, M.K. Road, Mumbai-400 020.

The eligible persons are required to submit their applications through proper channel. The last date for receiving applications is 10.12.2016.

(B.YADAGIRI)

Joint Commissioner of Income-Tax,
Authority for Advance Rulings (IT),
Mumbai. Mobile: 9969298422.



AUTHORITY FOR ADVANCE RULINGS (INCOME-TAX)
 MINISTRY OF Finance, Department of Revenue
 11th Floor, Prathistha Bhavan, Beside Aayakar, Churchgate,
Mumbai - 400 020

VACANCY CIRCULAR

Sub: Filling up the posts mentioned below in the office of Authority for Advance Rulings, Mumbai-on Deputation basis-Regarding.

The undersigned is directed to state that the following posts are likely to be filled up on **deputation basis** initially for a period of three years, as per the requirements given below in the office of Authority for Advance Rulings, Mumbai. The deputation will be governed by the terms and conditions contained in the DOPT's OM No. 6/8/2009-Estt(Pay-II) dated 17.6.2010 and as amended from time to time. The deputation allowances are governed by circular of DOPT in **F. No. 2/6/2016-Estt. (Pay-II) dated. 17th February, 2016**

Name of the post, Pay Band and Grade Pay	No. of vacancies	Eligibility conditions
Principal Private Secretary PB-3 (Rs. 15600-39100 with Grade pay Rs. 6600)	1 (One)	Officer of Central Government : (i) Holding analogous post on regular basis. or (ii) With 8 years regular service as Private Secretary in the pay scale of Rs. 6500-10500 (pre-revised) (revised : PB-2 with Grade Pay of Rs. 4600).
Senior Private Secretary PB-2(9300-34800)+Rs.4800(GP)	2 (Two)	Officers of central Government. (i) Holding Analogous posts on regular basis. (ii) With 3 years' service In the pay scale of Rs.6500-10500 or 7 year combined service in the pay scale of Rs.6500-10500 & 5500-9000 or equivalent in the parent cadre/ department in stenographer cadre.
Private secretary-PB-2 (Rs. 9300-34800 with Rs. 4600 Grade Pay)	1 (One)	Officer of the central government (i) Holding analogous post on a regular basis, or (ii) With 3 year's regular service in the Pay scale of Rs. 5500-9000 (per-revised) (iii) With 6 year's regular service in the pay scale of Rs. 5000-8000 (per-revised)
Section Officer PB-2(9300-34800)+Rs.4600(GP)	1 (One)	Officers of central Government (i) Holding analogous post on regular Basis or With Three year's regular service in the pay scale of Rs.5500-9000 (per-revised). (ii) Having Knowledge of Income-tax laws and procedures.
Technical Assistant, PB-2 (Rs. 9300-34800 with Grade Pay Rs. 4200)	2 (Two)	Officer of Central Government: (i) Holding analogous post on regular basis or with 10 years regular service in the pay scale of Rs. 4000-6000 (pre-revised) (revised : PB-1 with Grade Pay of Rs. 2400)

		(ii) Having Knowledge of Income Tax Laws and Procedures.
Stenographer Grade-II, PB-2 (Rs. 9300-34800 with Grade Pay Rs. 4200)	3 (Three) Deputation/ Absorption	Officer of Central Government. (i) Holding analogous post on regular basis or with 10 years regular service as Steno Grade III 'D' in the pay scale of Rs., 4000-100-6000 (pre-revised) (revised : PB-1 with Grade Pay of Rs. 2400) (ii) Working knowledge of computers
Junior Librarian	1(one)	(i). Officers of central government including statutory bodies:- a. holding analogous posts on regular basis, or b. With 8years regular service in posts in the scale of rs.4000-100-6000 or with 16years regular service in posts in the scale of Rs.3050-80-4590. (ii) Experience of library Management.

The applications from eligible candidates, who are desirous of being considered for appointment to the post and who can be relieved immediately, may please be forwarded along with their bio data in the prescribed proforma as per **Annexure-I** so as to reach this office within **60 days from** the date of issue of this advertisement. However, in genuine cases late applications may also be considered, if the delay is explained by reasonable cause.

The ACR/APAR dossiers of the applicant for the last 5 years and vigilance clearance may also be sent along with the applications. The information furnished by the applicant in his/her bio-data may also be certified by the competent authority of the office in which he/she is working.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not to exceed 3 years.

The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application. Vacancy circular is available on the website at www.aar.gov.in

The eligible persons are required to submit their applications through their Heads of the office at the earliest. The last date for receiving applications is 10.12.2016.

(B.YADAGIRI)
Joint Commissioner of Income-Tax,
Authority for Advance Rulings, Mumbai.
9969298422

Proforma

Application for the post ofin the Authority for Advance Rulings, Mumbai.

1. Name and address (in Block letters, both office and residential)
2. Date of birth
3. Date of entry into Govt. service
4. Date of retirement under Central and state Governments rules
5. Educational qualifications
6. State whether you are eligible for the post applied as per the specifications made above
7. Nature of present employment. i.e., Adhoc or temporary or quasi permanent or permanent
8. Details of employment in chronological order in the following proforma

Employer	Post held	From	To	Scale of pay and Grade Pay	Nature of duties	Remarks

9. In case present employment on deputation basis, please give the following details
 - a. Date of initial appointment
 - b. Period of appointment on deputation/contract
 - c. Name of the present office/organization to belong
10. Additional details about present employment. Please state whether working under (indicate the name of your employer the relevant column)
 - a. Central government
 - b. Autonomous bodies
 - c. Universities
 - d. Government undertakings
 - e. Others
11. Are you in revised scale of pay? If yes, given the date from which the revision took place and also indicate the pre-revised scale.
12. Total emoluments per month now drawn
13. Additional information if any would like to mention in support of your suitability to the post. (This among other things may provide information with regard to 1. Additional educational qualification, 2. Professional trainings and 3. Work experience over and above prescribed in the vacancy circular/advertisement)
14. Whether belong to SC/ST
15. Any other information that candidate wish to submit

Declaration

I have carefully gone through the vacancy circular/advertisement and am well aware that Curriculum Vitae duly supported by documents submitted by me will also assessed by the selection committee at the time of selection for the post. All the information submitted is true to the best of my knowledge and belief.

Signature of the candidate
Address and telephone number

Certificate from Head of Office/Department

The information furnished by the candidate has been verified from records and is found to be correct.

Name
Designation

Office
Contact No.

Note: whenever there is a change of address or telephone number, the candidate/employer should intimate the same

Integrity certificate

After scrutinizing the service records of Shri/Smt/Ms..... working as..... it is certified that there is no doubt about his/her integrity.

Name and designation of the officer
With stamp
(to be signed by the officer not below
the rank of deputy secretary)

Major/minor penalty certificate

This is certified that no major/minor penalties have been imposed on Shri/Smt/Ms..... working as..... during the last 10 years.

Name and designation of the officer
With stamp
(to be signed by the officer not below
the rank of deputy secretary)

Vigilance clearance certificate

this is to certify that laden vigilance case/disciplinary/criminal proceedings are pending not contemplated against Shri/Smt/Ms..... working as..... . He/she is clear from vigilance angle

Name and designation of the officer
With stamp
(To be signed by the officer not below
the rank of deputy secretary)

Cadre clearance certificate

This is to certify that the competent authority has granted cadre clearance to Shri/Smt/Ms..... for applying to the post of..... on deputation basis

Name and designation of the officer
With stamp
(To be signed by the officer not below
the rank of deputy secretary)