1. The Office of the JS(Trg.) & CAO  
Ministry of Defence, "E" Block Hutments, Dalhousie,  
Road, New Delhi-110 011.

2. The Chief Commissioner of Income-tax  
Delhi-I, C.R. Building, I.P. Estate, New Delhi.

3. The Director General of Income-tax (Inv.)  
3rd Floor, Jhandewalan Ext., New Delhi.

4. The Director General of Income-tax (Admn.)  
5th Floor, Mayur Bhawan, Connaught Place, New Delhi.

5. The Registrar, Income-tax Appellate Tribunal  
10th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.

6. The Secretary, ITSC  
4th Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi.

7. The Registrar  
Appellate Tribunal for Forfeited Property  
4th Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi.

8. The Director,  
Ministry of Communications & IT,  
Department of Posts,  
Postal Accounts Wing,  
Dak Bhavan, New Delhi-110 001.

9. The Director (Estt.)  
104 South Block,  
Ministry of Defence,  
New Delhi-110001.

Sir,

Sub: Filling up of following posts in the Authority for Advance Rulings (IT) on deputation/Absorption basis

I am directed to forward herewith a circular in connection with filling up a post of Principal Private Secretary, Private Secretary, Technical Assistant, Stenographer Gr.II and Staff Car Driver for widest circulation

Yours faithfully,

(Yogesh Dubey)  
Section Officer
Filling up of post of Principal Private Secretary/ Private Secretary/Technical Assistant/Stenographer Gr.II /Staff Car Driver in the Authority for Advance Rulings on Deputation Basis

The following post which is likely to be vacated is circulated to be filled up on deputation/Absorption basis initially for a period of three years. The deputation/Absorption 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 as amended from time to time.

The application 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 performa as per (Annexure-I) so as to reach this office within 6 weeks from the date of issue of this circular. The CR dossiers of the applicant 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. It may also be made clear that the officers who volunteer for the post will not be allowed to withdraw their names later on.

Qualification/Experience and Service conditions required for the post:

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Scale of Pay</th>
<th>No. of Vacancies</th>
<th>Eligibility Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Private Secretary</td>
<td>PB-3</td>
<td>One</td>
<td>Officers of Central Government : (i) holding analogous post on a regular basis, or (ii) with 8 years’ regular service as Private Secretary in the pay scale of Rs.6500-10500(pre-revised) Having Knowledge of Income-Tax Laws and procedures.</td>
</tr>
<tr>
<td></td>
<td>Rs.15600-39100 with Rs. 6600 Grade Pay</td>
<td></td>
<td>The Departmental Private Secretaries in the scale of pay of Rs.6500-10500(pre-revised)with 08 years’ regular service in the grade will also be considered along with the outsiders. In case, he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(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</td>
</tr>
<tr>
<td>Name of the Post</td>
<td>Scale of Pay</td>
<td>No. of Vacancies</td>
<td>Eligibility Conditions</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------</td>
<td>------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Private Secretary      | PB-2         | 1 (One)          | Officers of Central Government;  
(i) holding analogous post on a regular basis, or  
(ii) with 3 years’ regular service in the pay scale of Rs.5500-9000 (pre-revised)  
(iii) with 6 years regular service in the pay scale of Rs.5000-8000 (pre-revised)  
The Departmental Personal Asstt. in the scale of pay of Rs.5000-8000 (pre-revised) with 06 years’ regular service in the grade will also be considered along with the outsiders. In case, he/she 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 shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.  
(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 not be exceeding 56 years as on the closing date of receipt of application) |
| Technical Assistant    | PB-2         | 3 (Three)        | Officer of the Central Government:  
(i) holding analogous post on a regular basis, or  
(ii) with 10 years’ regular service in the pay scale of Rs.4000-6000 (pre-revised)  
Having Knowledge of Income-Tax Laws and procedures  
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 |
| Stenographer Gr.II/P.A.| PB-2         | 2 (Two)          | By Promotion failing which by deputation/absorption.  
Deputation/Absorption  
(A) Officer of the Central Government including statutory bodies:  
(i) holding analogous post on a regular basis, or  
(ii) with 10 years’ regular service as steno Grade III-D in the pay scale of Rs.4000-6000 (pre-revised)  
(B) Working Knowledge of Computers  
The 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. |
| Staff Car Driver       | PB-1         | 1 (One)          | Deputation/ Re-employment/Absorption failing which by direct recruitment  
Deputation/Absorption  
From amongst the regular Group ‘D’ employees in the Authority for Advance Rulings, Ministry of Finance, Deptt. of Revenue, who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor-Cars failing which from officials holding the post of Dispatch Rider on regular basis or regular Group ‘D’ |
employees in other Ministries of the Central Government who fulfill the necessary qualifications for direct recruitment

**By Direct Recruitment**

**Essential**

1) Possession of a valid driving license for motor cars
2) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles)
3) Experience of driving a motor car for at least 3 years.

“For Ex-SERVICEMEN”:

**Deputation/Re-employment**

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due, for release from the Armed Forces thereafter they may be continued on re-employment.”

(The 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)
# ANNEXURE-I

## BIO-DATA

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Post applied for :</td>
</tr>
<tr>
<td>2.</td>
<td>Name of the applicant :</td>
</tr>
<tr>
<td>3.</td>
<td>Date of Birth :</td>
</tr>
<tr>
<td>4.</td>
<td>Date of entry into Govt. Service :</td>
</tr>
<tr>
<td>5.</td>
<td>Present post held :</td>
</tr>
<tr>
<td>6.</td>
<td>Date of appointment in the grade :</td>
</tr>
<tr>
<td>(i)</td>
<td>Adhoc</td>
</tr>
<tr>
<td>(ii)</td>
<td>Regular</td>
</tr>
<tr>
<td>7.</td>
<td>Present pay and scale of pay :</td>
</tr>
<tr>
<td>8.</td>
<td>Experience :</td>
</tr>
<tr>
<td>9.</td>
<td>Date of return form ex-cadre post, if any :</td>
</tr>
<tr>
<td>10.</td>
<td>Brief service particulars :</td>
</tr>
<tr>
<td>11.</td>
<td>Educational Qualifications :</td>
</tr>
<tr>
<td>12.</td>
<td>Whether SC/ST :</td>
</tr>
</tbody>
</table>

Signature of Candidate________________________

Tele/Mobile No.______________________________

**Certificate from Head of Office/H.O.D.**

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

Name : 

Designation : 

Office : 