



प्रधान मुख्य आयकर आयुक्त कार्यालय, पुणे
OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, PUNE

आयकर भवन, 12, साधु वासवानी रोड, पुणे 411 001

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RECRUITMENT OF MERITORIOUS SPORTSPERSONS IN
INCOME TAX DEPARTMENT, PUNE

The Principal Chief Commissioner of Income-tax, Pune, invites applications from meritorious sportspersons in different games / sports as listed below for recruitment to the posts of Inspector of Income-tax / Tax Assistant / Stenographer Gr-II / Multi Tasking Staff in the pay scale, for Inspector of Income-tax Rs.9300 – 34800 (Grade Pay 4600) (PB-II), for Tax Assistant Rs.5200 – 20200 (Grade Pay 2400) (PB-I), for Stenographer Rs.Gr-II 5200 – 20200 (Grade Pay 2400) (PB-I) and for Multi Tasking Staff Rs.5200 – 20200 (Grade Pay 1800) (PB-I). The posts are purely temporary but likely to be made permanent. The probation period is of 2 (two) years.

2.

ELIGIBILITY CONDITIONS

Sr. No.	Post	Age limit as on 31/03/2016	Educational & other Qualification	No. of vacancies
1	Inspector of Income-tax	18-27	Degree of recognized University	7
2	Tax Assistant	18-27	Degree of recognized University and Data Entry speed of 8000 key depression per hour (in English)	10
3	Stenographer Gr-II	18-27	Intermediate or equivalent from recognized Board, Shorthand speed 80 words per minute (in English) and Typing speed 40 words per minute (in English)	1
4	Multi Tasking Staff	18-25	Matriculation or equivalent from recognized Board	21

Relaxation of age is allowed to meritorious sportsperson upto 5 years for General / OBC candidate and upto 10 years in case of SC/ CT candidate, as per Govt. Of India instructions for Meritorious Sports Person.

3. SPORTS ELIGIBILITY: Appointment can be made of a sportsman considered meritorious with reference to the following criteria:

Post	Sports Eligibility
Inspector of Income tax	Participation in National / International level tournaments conducted by Government recognized Associations / Federations in any of the games / sports listed at para 05 of this advertisement.
Tax Assistant	Participation in National / University level tournaments conducted by Government recognized Associations / Federations or Inter-University Tournaments conducted by the Inter-University Sports Board in any of the games / sports listed at para 05 of this advertisement.
Stenographer Grade-II	Participation in National level tournaments conducted by Government recognized Associations / Federations in any of the games / sports listed at para 05 of this advertisement.
Multi Tasking Staff	

Both the educational and other qualification mentioned in para 2 and sports eligibility mentioned in para 3 should be satisfied for a person to be considered eligible for considerations for recruitment under sports quota.

4. EVIDENCE IN SUPPORT OF MERIT IN SPORTS EVENTS/GAMES

S.No.	Competition	Authority awarding certificate
1	<i>International</i>	<i>Secretary of the National Federation of recognized body by Govt. in the game concerned.</i>
2	<i>National</i>	<i>Secretary of the National Federation or the Secretary of the State Association of the game concerned.</i>
3	<i>Inter-University tournament</i>	<i>Dean of Sports or other Officer in overall charge of sports of the University concerned.</i>
4	<i>National/Sports/Games for School</i>	<i>Director of Additional Joint or Deputy Director in overall charge of Sports/Games for schools in the Directorate of Public Instructions/ Education of the State.</i>
5	<i>Physical Efficiency Drive</i>	<i>Secretary or other Officer in overall charge or Physical Efficiency in the Ministry of Education and Social Welfare, Government of India.</i>

Only certificates awarded by the authorities mentioned here under will be taken into account as evidence in support of having participated in competitions in any of the above Sports events/ Games while considering eligibility of the applicant. A candidate who cannot produce self attested copies of at least one certificate issued by one of the authorities mentioned here under along with application need not apply.

5. SELECTION OF THE CANDIDATES: The applications will be scrutinised and suitable candidates will be short listed for further selection procedure. For selection, the short listed candidates are required to appear for following tests:

Ground / Proficiency Test, Written Test

Success in the above tests confers no right to appointment unless Department is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the post.

The candidate will not be considered in any case for selection if he / she is not present for Ground / Proficiency Test and Written Test.

The appointment of candidate for the post of Tax Assistant, is subject to clearing of Data Entry Speed Test, as mentioned at para (2) of this advertisement, to be conducted by Income tax department.

The appointment of candidate for the post of Stenographer Gr.II is subject to clearing of shorthand and typing speed test as mentioned at para(2) of this advertisement , to be conducted by Income tax department.

6. LIST OF GAMES / SPORTS: It is proposed to recruit meritorious sportspersons who have participated in the recognized tournaments / meets in the following sports / games in the calendar years 2015, 2014, 2013, 2012 and current year:

- 1) Athletics (including Track / Field events) - (Men / Women)
- 2) Badminton – (Men / Women)
- 3) Golf – (Men / Women)
- 4) Hockey – (Men)
- 5) Kabaddi – (Men)
- 6) Lawn Tennis – (Men / Women)
- 7) Swimming – (Men / Women)
- 8) Volley Ball – (Men)

Note : In case suitable candidate is not available in any of the above mentioned Game / Sport, the Department reserves the right to withhold recruitment in that particular game / sport.

7. HOW TO APPLY: Application in the prescribed proforma duly signed and complete in all respects must be submitted to the **Income Tax Officer,(HQ)(Admn), Room No. 13, Aayakar Bhavan,12, Sadhu Vaswani Road, Pune 411 001** by post / by hand on or before 6.00 p.m.on **12.05.2016**.

“APPLICATION FOR THE POST OF _____ UNDER SPORTS QUOTA, IN THE SPORT _____” should be clearly mentioned on the top of the envelop.

The application should be accompanied by fees of **Rs. 100/-** payable by way of Demand Draft in favour of **‘The ZAO, CBDT, Pune’**. However, candidate belonging to SC / ST category are exempt from payment of fees.

8. Selected candidates will be required to give an undertaking that he / she will not apply for inter-charge transfer for a minimum period of 5 years.

9. Self attested copies of documents in support of claim regarding date of birth, educational qualification, sports eligibility certificates, Caste Certificate etc. should invariably accompany the application.

10. The candidate on appointment will be liable for posting at any place in Pune Region, i.e. Maharashtra excluding Mumbai & Nagpur Region. The declaration to this effect to work at any place should be submitted along with the application.

11. Application for each post should be sent separately.

12. Application received after the due date will not be entertained under any circumstances. Incomplete and unsigned applications will be rejected and no correspondence in the matter will be made with the applicant. Eligible candidate will be called for above said tests. The date and venue for tests will be intimated to the eligible candidates in due course.

13. *The application received till 6 p.m. on **12.05.2016**, in the office of Pr. Chief Commissioner of Income-tax, Pune would only be considered. The Department will not entertain claim of postal delay etc. and no application beyond the stipulated date and time would be entertained.*

Place: Pune
Date: 16.03.2016

(MITHUN SHETE)
Dy. Commissioner of Income Tax (HQ)(Admn),
for Pr. Chief Commissioner of Income-tax, Pune

PROFORMA OF APPLICATION

**APPLICATION FOR POST OF INSPECTOR OF INCOME TAX / TAX ASSISTANT /
STENOGRAPHER GRADE-II / MULTI TASKING STAFF**
(MAKE TICK MARK FOR WHICH YOU APPLIED FOR)

- A) FULL NAME in block letters :
(Surname / Name / Father's name)
- B) FULL NAME OF THE FATHER :
- C) PERMANENT RESIDENTIAL ADDRESS :
- D) ADDRESS FOR COMMUNICATION :
- E) DATE OF BIRTH (DD/MM/YYYY) :
- F) AGE AS ON _____ :
- G) WHETHER SC / ST / OBC / GENERAL : SC / ST / OBC / GENERAL
(Tick whichever is applicable)
- H) GENDER : MALE / FEMALE
- I) EDUCATIONAL QUALIFICATION :
- J) SPORTS EVENT / GAME :
(Give detailed information along with certified True Copies)
- K) BEST PERFORMANCE :
a) Details :
b) State whether State / International level :
c) Year and Month in which event was held :
d) Details of performance of last 4 years i.e. 2012 to 2015 :
- L) DOCUMENTS TO BE SUBMITTED (Self attested photo copies) :
a) Graduate / Post Graduate Mark List and Certificate of the University
b) Proof of Age
c) Sports Merit Certificate of performance of last 4 years i.e. 2012 to 2015
d) Caste Certificate (in case of SC/ST/OBC candidate)
- M) Contact Telephone No./ Mobile No. :
- N) E-mail ID :

Paste your latest photograph here.
(3.5 cm x 5 cm)

DECLARATION

I hereby declare that, all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being detected before or after the tests, my candidature / appointment is liable to be cancelled / terminated. I have not submitted any other application for this post. I am aware that if I contravene this Rule, my application will be rejected summarily by the Department.

I further declare that, I fulfill all the conditions of eligibility regarding age limit, educational qualifications & sports eligibility etc. prescribed for the post.

Place:

Date:

Signature and Full Name of the candidate