

File No. HRD/ADG-II/127/05/2025-26/3447

Government of India
Ministry of Finance
Department of Revenue
Central Board of Direct Taxes
Directorate of Income Tax (HRD)

Dated: - 09.09.2025

MEMORANDUM

With reference to Staff Selection Commission's Result No. E/7/2024-C-2/ SECTION dated 11.07.2025 candidates selected for the post of **Stenographer Gr. II in CBDT through Stenographer Grade C & D, Examination, 2024** are directed to indicate/exercise his/her preferences, in order of priority for allotment of regions under Income Tax Department (CBDT) all over the country, in the prescribed format. The **PREFERENCE FORM** duly filled/complete in all respects, may be sent **URGENTLY** via **EMAIL ONLY** on **recruitmentcell.hrd@incometax.gov.in** latest by **18.09.2025**.

2. Candidate are cautioned that if, for any reasons, he/she fails or does not indicate his/her preferences in said FORMAT for whatever reasons by **18.09.2025**, it would be presumed that candidate has no preferences for any Region/State and the REGION/STATE will be allotted to him/her, as per available vacancies, by this Directorate and NO REQUEST for change of allotted region will be entertained at any stage of recruitment.

3. Candidates are advised to submit only **ONE PREFERENCE FORM**. Preferences, once submitted, shall be treated as final and no request for modification or resubmission will be entertained. Candidates must also ensure that their Name and Roll Number are clearly mentioned in the subject line of the email while forwarding their preferences. The subject line should be formatted as follows:

Subject: Preferences for allocation of region for the post of Stenographer Gr. II in CBDT – (Name of Candidate), Roll No. (Candidate's Roll Number)

संलग्नक: उपरोक्तानुसार

सहायक आयकर निदेशक (भर्ती सेल)
(मा.सं.वि) नई दिल्ली।

Copy to: The Web Manager **www.incometaxindia.gov.in** for uploading on the website.



सहायक आयकर निदेशक (भर्ती सेल)
(मा.सं.वि) नई दिल्ली।

TO BE FURNISHED BY THE CANDIDATE SELECTED TO THE POST OF STENOGRAPHER GR. II
IN CBDT (STENOGRAPHER GRADE C & D, EXAMINATION, 2024)

(LAST DATE OF SUBMISSION:18.09.2025)

Name of the candidate:	
Roll No.:	
Rank:	
Aadhaar Number:	

Paste self-attested
recent passport
size color
photograph

Preference of Allocation of Region under CBDT

S.No.	Name of Region	Jurisdiction	Preference
1	Ahmedabad	State of Gujarat	
2	Bengaluru	States of Karnataka & Goa	
3	Bhopal	States of Madhya Pradesh & Chhattisgarh	
4	Bhubaneswar	State of Odisha	
5	Chandigarh	States of Punjab, Haryana, Himachal Pradesh, UT of J&K, Ladakh and Chandigarh	
6	Chennai	States of Tamil Nadu & Puducherry	
7	Delhi	State of Delhi	
8	Guwahati	States of Assam, Arunachal Pradesh, Nagaland, Manipur, Mizoram, Tripura & Meghalaya	
9	Hyderabad	States of Andhra Pradesh & Telangana	
10	Jaipur	State of Rajasthan	
11	Kanpur	States of Uttar Pradesh (West) & Uttarakhand	
12	Kochi	State of Kerala & UT of Lakshadweep	
13	Kolkata	States of West Bengal & Sikkim and UT of Andaman & Nicobar Islands	
14	Lucknow	State of Uttar Pradesh (East)	
15	Mumbai	Municipality of Greater Mumbai	
16	Nagpur	State of Maharashtra (Vidarbha region only)	
17	Patna	States of Bihar & Jharkhand	
18	Pune	State of Maharashtra (excluding areas under Mumbai & Nagpur regions)	

Note:

- Please indicate order of preference by putting numbers 1 to 18 against the region (with 1 being the most preferred choice). Distinct preference number (1 to 18) shall be mandatorily provided for every region under CBDT.
- No row should be left blank.

Date:	Address for communication:
Signature:	
Left Thumb Impression:	
	Mobile Number: