

**F.No. DGIT(S)/ADG(S)-5/EDP/Dept./2024-25**

# **Central Board of Direct Taxes**

## **Directorate of Income Tax (Systems)**

**Gr. Floor, E2, ARA Centre, Jhandewalan Ext., New Delhi - 110055**

**Appointment to the posts of Data Processing Assistant, Grade -B on deputation basis.**

Income Tax Department invites applications for filling up the posts of **Data Processing Assistant, Grade B** on deputation basis in the offices of Principal Chief Commissioner of Income Tax. These posts belong to General Central Services Group 'B' Gazetted, Non-Ministerial Cadre. The level of pay matrix, eligibility conditions and required qualifications for the posts are as under: -

**II. Data Processing Assistant, Grade B**

**1. Level of Pay matrix:** Level 7 in the Pay matrix (Rs. 44900 - 142400)(Pre-revised Rs. 6500-200-10500)

**2. Eligibility:** Officers from Central Governments or State Governments or Union territories: -

(a)

- i. Holding analogous posts on a regular basis in the parent cadre or Department; or
- ii. having three years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5500-9000 or equivalent in the parent cadre or Department; or
- iii. having six years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5000-8000 or equivalent in the parent cadre or Department; and

(b) possessing the following educational qualifications and experience, namely: -

(A) Masters Degree in Computer Application / Computer Science or Master of Technology (M. Tech.) (with specialization in Computer Application); or Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology from a recognised University or equivalent;

or

(B) (i) Degree in Computer Applications or Computer Science or Degree in Electronics or Electronics and Communication Engineering from a recognised University or equivalent;

(ii) Two years experience in electronic data processing including experience of actual computer programming;

or

(C) (i) Masters Degree of a recognised University or equivalent or Degree in Engineering of a recognised University or equivalent;

(ii) Three years experience in electronic data processing including experience of actual computer programming;

or

(D) (i) 'A' Level Diploma under Department of Electronics Accreditation of Computer Courses) Programme or 'Post Graduate Diploma in Computer Application offered under University Programme or Post-Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent.

(ii) Three years experience in electronic data processing including experience of actual computer programming;.

**Note a.:** 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 and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note b.:** Period of deputation including period of deputation in another *ex-cadre* post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

**Note c.:** The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.

**3. Number of vacancies:** 08

**4. Place of posting:** Delhi, Lucknow, Hyderabad, Kanpur, Chandigarh, Kolkata, Chennai.

**5.** The persons appointed will be treated on deputation and will have the option to either draw pay in level 7 of Pay matrix or his basic pay in the parent cadre plus deputation (duty) allowance plus personal pay, if any in terms of GOI, Department of Personnel & Training OM F. No. 2/6/2016-Estt. (Pay-II) dated 17th February, 2016.

**III.** Eligible and suitable candidates are requested to send their applications in the prescribed Proforma (annexed) along with their Annual Performance Appraisal Reports (APARs) of the last 5 years, duly attested, cadre clearance, Integrity Certificate, Vigilance Clearance Certificate and details of status of Major / Penalty, imposed during last ten years, in original, duly signed and stamped by Competent Authority through proper channel to **the Directorate of Income Tax (Systems), Central Board of Direct Taxes, Ground Floor, E2, ARA Center, Jhandewalan Ext., New Delhi – 110 055.**

**IV. Last date of receipt of applications: within 30 days from the date of publication of the advertisement.**

**V. Important Points**

- a) 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.
- b) No advance copy of the application is required to be sent by the candidates;
- c) The applications of only those candidates may be forwarded, who could be relieved for joining immediately.
- d) The applications not accompanied with necessary documents viz. APARs, Vigilance Clearance,, etc. will not be entertained.

**BIO-DATA/CURRICULUM VITAE PROFORMA**

<b>1. Name and Address (in Block letters) :</b>		
<b>2. Date of Birth (DD/MM/YYYY) :</b>		
<b>3. i) Date of entry into service</b>		
<b>ii) Date of retirement under Central/State Government Rules</b>		
<b>4. Educational Qualifications</b>		
<b>5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the justification for the same)</b>		
<b>Qualifications/Experience required as mentioned in the advertisement /vacancy circular</b>	<b>Qualifications/Experience possessed by the Officer</b>	
<b>Essential</b>	<b>Essential</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<b>5. In the case of Degree and Post Graduate Qualifications, Elective / main subject and subsidiary subjects may be indicated by the candidate.</b>		
<b>6. Please state clearly whether in the light of details provided by you above, you meet the requisite Essential Qualifications and work experience of the post.</b>		
<b>6.1 Note: Employer/ Cadre Controlling Departments are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b>		
<b>7. Details of Employment in chronological order. Enclose as separate sheet duly authenticated by your signature, if the space below is insufficient.</b>		

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\* **Important:** Pay Band & Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent

9. In case, the present employment is held on deputation/contract basis, please state-

a) The date of Initial appointment	b) Period of appointment on deputation /contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in the substantive capacity in the parent organisation

**9.1 Note:** In case of Officers already on deputation, the applications of such officer should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.

<p><b>9.2 Note:</b> Information under Column 9 (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/ organisation.</p>		
<p><b>10.</b> If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p><b>11. Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>		
<p><b>12.</b> Please state whether you are working in the same Department and are in the feeder grade</p>		
<p><b>13.</b> Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</p>		
<p><b>14.</b> Total emoluments per month now drawn</p>		
<b>Basic Pay in the PB</b>	<b>Grade Pay</b>	<b>Total Emoluments</b>
<p><b>15.</b> In case the applicant belongs to an organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
<b>Basic Pay with Scale of Pay and rate of increment</b>	<b>Dearness Pay/Interim relief/ other Allowances etc., (with break-up details)</b>	<b>Total Emoluments</b>
<p><b>16. A Additional information,</b> if any, relevant to the post you applied for in support of your suitability for the post. (This, among others , may provide information with regard to (i) Additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement). <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		

<p><b>16. B Achievements:</b>  The candidates are requested to indicate information with regard to:  i) Research publications and reports and special projects;  ii) Awards/Scholarships/Official Appreciation;  iii) Affiliation with the professional bodies/institutions/societies; and  iv) Patents registered in own name or achieved for the organization;  v) Any research/innovative measure involving official recognition;  vi) Any other information.  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>17. Whether belongs to SC/ST</b></p>	
<p><b>18. Preferred place of posting (Please give your choice in order of preference.)</b></p>	
<p><b>19. Contact No. of applicant</b></p>	
<p><b>20. Email-id of applicant</b></p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection, has been suppressed/withheld.

**Date** \_\_\_\_\_

**(Signature of the Candidate)**

**Address** \_\_\_\_\_

## **CERTIFICATE BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY**

The information/details provided in the above application by the applicant are true and correct as per the facts available on record. He/she possesses the educational qualifications and experience mentioned in the advertisement. If selected, he/she will be relieved immediately.

### **2. Also certified that:**

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/her integrity is certified.
- iii) His/Her APAR Dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or equivalent are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

**Countersigned**

**(Employer/Cadre Controlling Authority with Seal)**