



भारत सरकार

वित्त मंत्रालय

केन्द्रीय प्रत्यक्ष कर बोर्ड

आयकर निदेशालय (मानव संसाधन विकास)

दूसरी मंजिल, जवाहर लाल नेहरू स्टेडियम, गेट नंबर 1, नई दिल्ली - 110003

F.No. HRD/ADG-II /127/07/2023-24/8308

Date: 19.02.2024

### MEMORANDUM

With reference to his/her application for recruitment to the post of **Stenographer Grade II** in CBDT on the basis of **Stenographer Grade C & D, Examination-2023**, the candidates selected as **Stenographer Grade II** in CBDT are directed to indicate/exercise his/her preferences, in order of priority for allotment of 18 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](mailto:recruitmentcell.hrd@incometax.gov.in) latest by **29.02.2024**.

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 **29.02.2024** the REGION/STATE will be allotted to him/her, on the basis of merit-cum-preference, by this Directorate and NO REQUEST for change of allotted region will be entertained at any stage of recruitment. The candidates are directed to submit **ONLY ONE PREFERENCE FORM** and no change in preferences would be allowed. It may also be noted that **INCOMPLETE FORMS WOULD BE REJECTED** and not be considered for the purpose of allocation.

संलग्नक: उपरोक्तानुसार

*60/02/2024*  
आयकर अधिकारी (भर्ती सेल)  
(मा.सं.वि) नई दिल्ली।

Copy to: The Web Manager [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) with a request to place the letter on the website.



*60/02/2024*  
आयकर अधिकारी (भर्ती सेल)  
(मा.सं.वि) नई दिल्ली।

TO BE FURNISHED BY THE CANDIDATE SELECTED TO THE POST OF  
 STENOGRAPHER GRADE II IN CBDT (STENOGRAPHR GRADE C & D EXAMINATION-2023)  
**(LAST DATE OF SUBMISSION: 29.02.2024)**

Name of the candidate:		Paste self-attested recent passport size color photograph
Roll No.:		
Rank:		
Aadhaar Number:		

**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 & Chattisgarh	
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:**

1. 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.
2. No row should be left blank. INCOMPLETE FORM WILL BE REJECTED.

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