



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
CENTRAL BOARD OF DIRECT TAXES  
DIRECTORATE OF INCOME TAX  
(HUMAN RESOURCE DEVELOPMENT)

2<sup>nd</sup> Floor, Jawahar Lal Nehru Stadium, Gate No. 1, New Delhi - 110003.

Email:- [recruitmentcell.hrd@incometax.gov.in](mailto:recruitmentcell.hrd@incometax.gov.in)

F. No. HRD/CM/127/05/2022-23/4434

Dated : 13<sup>th</sup> September 2023

**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 2022** conducted by Staff Selection Commission (SSC), the candidates selected as **Stenographer Grade II (D14)** in CBDT are directed to indicate/exercise their preferences, in order of priority for allotment of region under Income Tax Department (CBDT) all over the country **on or before 20.09.2023 (23:00 hours)**.

2. The candidates are directed to access an online portal through the link <http://65.2.118.125/> for submission of their preferences for allocation of region. The portal is to be accessed by the candidate using Roll No. of SSC, Mobile number, email id and date of birth provided to SSC. An OTP will be sent to the registered mobile number and Email id of the candidate for the purpose of login.


3. On successful login, a page containing Terms & Conditions will appear and the Region Preference Form will be accessed only after the candidate accepts these Terms & Conditions. **It may be noted that the region preference form can be submitted only once and no changes would be allowed after the candidate has submitted his/her preference form.** After the candidate has finally submitted the preference form, the candidate is further required to take a printout of the submitted form and paste his/ her latest passport-size photograph on the printed form, duly sign and place his/her Left Thumb Impression (as required). The candidate is required to submit a scanned copy of this form along with a copy of Aadhar Card to this Directorate on the email id [recruitmentcell.hrd@incometax.gov.in](mailto:recruitmentcell.hrd@incometax.gov.in) on or before **20.09.2023 (23:00 hours)**. The email should contain the subject: **Submission of preference form- Stenographer Grade II in CBDT (STENOGRAPHER GRADE C & D EXAMINATION 2022) - Roll No.\_\_\_\_ Rank \_\_\_\_.**





4. The submission of the preference form will be accepted only when the scanned copy of submitted form, complete in all respect along with a copy of Aadhar Card is sent to this Directorate on the email on or before **20.09.2023 (23:00 hours)**. In case, the candidate fails to send the submitted preferences on email by the due date, the preferences indicated in on-line proforma will not be considered for the purpose of allocation of region. It may be noted by the candidates that submission of preference form through email is subject to further scrutiny and the submission is liable to be rejected in case the form is found incomplete in any manner, for e.g. Passport size photo missing, Left Thumb Impression not placed, form is without signature etc.

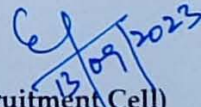
5. Candidates are cautioned that if, for any reasons, he/she fails or does not indicate his/her preferences through the online portal for whatever reasons by **on or before 20.09.2023 (23:00 hours)** the REGION/STATE will be allotted to him/her, on the basis of vacancy available after allocation of region to candidates, who have submitted their preferences. It is informed that NO REQUEST for change of allotted region will be entertained at any stage of recruitment by this Directorate after final allocation of region/state to the selected candidates.

  
(Dharmendra Gusain)  
Income Tax Officer (HRD) (Recruitment Cell)  
New Delhi

Copy to:

- (i) The Web Manager [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) with a request to place the letter on the website.
- (ii) The Under Secretary (C-1/1), Staff Selection Commission, for uploading this communication on the website of SSC.



  
Income Tax Officer (HRD) (Recruitment Cell)  
New Delhi