

F.No.A-12026/7/2015-Ad.I
Government of India
Ministry of Finance
Department of Revenue

New Delhi, dated the 18 May, 2015

OFFICE MEMORANDUM

Subject: Filling up the post of Income Tax Ombudsman in the HAG+ Pay Scale of Rs. 75500-80000/- at Kochi.

The vacancy of Income Tax Ombudsman in HAG+ Scale of Pay Rs. 75500-80000/- at Kochi is likely to fall vacant in June, 2015. Therefore, the applications are invited from suitable IRS(IT) officers who held a post in the Government of India in the HAG scale of pay of Rs. 67,000-79,000/- on regular basis for at least one year. The eligibility criteria as per Income Tax Ombudsman Guidelines, 2010 is given in Annexure-I.

2. Applications of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at Annexure-II (ii) clear photocopies of the up-to-date CR/APAR dossier of the officer containing CR/APARs of atleast last ten years duly attested by a Group A officer (iii) cadre clearance at Annexure-III (iv) clearance from vigilance and disciplinary angle as in Annexure-IV and (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years.

3. All eligible and willing officers are requested to submit their applications in the prescribed proforma to the cadre controlling authorities by **22.06.2015**.


(Rajinder Kumar)

Under Secretary to the Govt. of India

Chairperson, CBDT with the request that wide publicity of this vacancy circular may be given directly to all Principal Chief Commissioners of Income Tax or of equivalent rank, all Chief Commissioners of Income Tax or of equivalent rank and all Principal Commissioners of Income Tax or of equivalent and through related websites of the Board. Applications of eligible officers received by 22.06.2015 may be forwarded to the undersigned by 29.06.2015 alongwith cadre clearance & vigilance clearance in the enclosed format.

Copy to:

1. All Members, Central Board of Direct Taxes
2. Technical Director, NIC, Department of Personnel and Training, Room No. 11/A, North Block, New Delhi with the request to post this circular on the DoP&T website under the heading " Vacancies in the Autonomous Organisations".
3. Section Officer (Computer Cell), Department of Revenue, with the request that this vacancy circular may be posted on the official web site of the Department of Revenue.
4. DG (Systems)/DG (HRD), CBDT for information and necessary action.

Annexure-I

Eligibility criteria for the post of Income Tax Ombudsman at Kochi

1.	Name of the post	Income Tax Ombudsman
2.	Scale of pay	HAG+ Pay Scale of Rs. 75500-80000/-.
3.	Eligibility	<p>Officers who have held a post in the Government of India in the HAG scale of pay of Rs. 67,000-79,000 on regular basis for at least one year and shall preferably be a resident of the city where he/she is proposed to be appointed.</p> <p>He/she shall be a serving officer (as on the last date for receipt of applications) preferably of the Indian Revenue Service (Income Tax). When appointed as Ombudsman, the officer, if he/she is still in service under the Government of India, shall seek retirement from Government service, before entering upon the office as an Ombudsman.</p>

PROFORMA

1.	Name					
2.	Date of birth					
3.	Designation & Pay Band with Grade Pay					
4.	Cadre/Service to which belong					
5.	Educational qualification					
6.	Name of Home Town with State					
7.	Details of the present post held: (a) Date from which held (b) Pay Band with Grade Pay (c) Whether regular/adhoc/ deputation (d) If the present post is held on deputation basis, since when and the date on which the deputation period will be completed (e) If the position held is on deputation, the regular post held in the cadre, with pay band, grade pay and from which date					
8.	Position held during the past:-					
S.No.	Name of Office/Organisation where employed	Post held and service/cadre to which belongs	From	To	Pay Band with grade pay	Nature of duties in brief
(1)	(2)	(3)	(4)	(5)	(6)	(7)
9.	Additional information, if any, which you would like to mention in support of the application for the post					

Signature of the candidate:

Place:

Date:

Tel.No.

Mob.No.

e-mail id:

Office Address:

Residential Address:

Annexure-III

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY

1. Certified that the particulars furnished by Shri/Smt/Kum-----
----- are correct and he/she possesses educational qualifications and experience mentioned in Annexure-II.
2. It is also certified that there is no vigilance/disciplinary case either pending or being contemplated against him/her and vigilance clearance issued by CVO in the enclosed Annexure (IV).
3. His/her integrity is certified.
4. No major or minor penalty was imposed on Shri/Smt/Kum-----
----- during the last 10 years period.
5. The up-to-date attested Photostat copies of ACR/APARs of last 10 years(each Photostat copy of ACR/APAR should be attested) in respect of Shri/Smt/Kum----- is enclosed herewith.

Seal & Signature of the cadre controlling Authority

PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE CLEARANCE IS BEING SOUGHT

(To be furnished and signed by the CVO or HOD)

1. Name of the Officer(in full) :
2. Father's name :
3. Date of Birth :
4. Date of Retirement :
5. Date of entry into service :
6. Service to which the officer
Belongs including batch/year
/cadre etc. wherever applicable:
7. Positions Held (during ten preceding years):

S. No.	Organisation (name in full)	Designation & Place of Posting	Administrative/ nodal Ministry/ Department concerned(in case of officers of PSUs etc)	From	To
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8. Whether the officer has been placed on the
Agreed List or List of Officers of Doubtful
Integrity(If yes, details to be given) :
- 9.
10. Whether any allegation of misconduct
involving vigilance angle was examined
against the officer during the last 10
years and if so with what result(*) :
10. Whether any punishment was awarded to the
Officer during the last 10 years and if so the date
Of imposition and details of penalty(*) :
11. Is any disciplinary/criminal proceedings or
Charge sheet pending against the officer as
On date (if so, details to be furnished, including
Reference number, if any of the Commission) :
12. Is any action contemplated against the officer
As on date(if so, details to be furnished)(*) :

DATE:

(NAME AND SIGNATURE)

(*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.