

F.No.A.12026/22/2015-AD.I  
Government of India  
Ministry of Finance  
Department of Revenue  
\*\*\*\*

New Delhi, the June, 2016

**OFFICE MEMORANDUM**

**Subject: Selection for the post of Members of the Central Board of Direct Taxes under the Department of Revenue- reg.**

The undersigned is directed to state that some posts of Members in the Central Board of Direct Taxes in the Department of Revenue in the pay scale of Rs. 80,000/- (Fixed) are likely to fall vacant till 31.3.2017. The following categories of officers are eligible for appointment to these posts:


(I) Officers of the Central Government having one year regular service in the Higher Administrative Grade in the pay scale of Rs. 67,000-79,000/-.

and possessing the following essential qualifications-

- I. having at least fifteen years of experience in administering and running the direct tax administration in the Central Government with at least ten years of experience in the field formations of Central Board of Direct Taxes.
- II. having high professional merit and excellence; and
- III. having impeccable reputation of integrity.

Note:


1. The normal eligibility conditions of maximum age of 56 years on the date of closing of applications shall not be applicable in cases of absorption.
2. No person with less than one year residual service on the date of occurrence of vacancy shall be eligible for appointment against the vacancy."
2. For detailed terms and conditions, the Central Board of Direct Tax (Chairman and Members) Recruitment Rules, 2006, as amended on 30.05.2012, may be seen, which are available on the website of this Department @ [http://dor.gov.in/acts\\_rules](http://dor.gov.in/acts_rules). Those who fulfill the eligibility criteria as on the date of occurrence of respective vacancy will be considered.
3. All eligible officers may forward their applications through the Cadre Controlling Authority latest by **19.7.2016**, in the enclosed proforma. Officers who have applied against an earlier vacancy for the post of Member, CBDT advertised by the Department of Revenue, vide O.M. dated 18.12.2015 should apply afresh, if they wish to be considered for the above vacancies. Advance copies of applications received in the Revenue (Headquarters) will not be entertained.

  
(Rajinder Kumar)  
Under Secretary to the Govt. of India  
Tele # 2309 3277

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Copy to:

- I. Chairman, CBDT with the request to circulate the vacancies among all the eligible officers.
- II. President, ITAT with the request to circulate the vacancies among all the eligible Members of ITAT to enable them to send their applications and to forward their applications along with cadre and vigilance clearance (in Part B & C) not later than **22.7.2016**.
- III. Secretary, Department of Legal Affairs for information and necessary action.
- IV. Commissioner (Coordination), CBDT- for arranging to circulate the vacancies on CBDT Website.
- V. Joint Secretary (Admn.-CBDT) with the request to forward the applications of the all the eligible officers alongwith cadre and vigilance clearance (in Part B & C) not later than **22.7.2016**
- VI. Section officer, Computer Cell, Department of Revenue, with the request that this circular be posted on the official website of the Department of Revenue.

  
(Rajinder kumar)  
Under Secretary to the Govt. of India

**PROFORMA FOR APPLICATION TO THE POST OF  
MEMBER, CENTRAL BOARD OF DIRECT TAXES**

**Circular No.A.12026/22/2015-Ad.I dated June, 2016**

**PART - A**

1. NAME :
2. DATE OF BIRTH :
3. SERVICE :
4. PRESENT POST / ORGANISATION :
5. PAY-SCALE :
6. **DETAILS OF EXPERIENCE IN ADMINISTERING & RUNNING THE DIRECT  
TAX ADMINISTRATION IN THE CENTRAL GOVERNMENT**  
**(EXPERIENCE OTHER THAN THAT SPECIFIED SHOULD NOT BE INDICATED)**

| S.NO. | POST HELD | PERIOD OF<br>POSTING WITH<br>SPECIFIC DATES | WHETHER FIELD<br>FORMATION OF<br>CBDT OR NOT |
|-------|-----------|---|--|
|       |           |   |  |

7. BRIEF DESCRIPTION OF WORK THAT CAN BE CLASSIFIED AS THAT OF HIGH PROFESSIONAL MERIT & EXCELLENCE IN THE ENTIRE CAREER (NOT MORE THAN 100 WORDS)

8. DATE OF SUPERANNUATION

**DECLARATION**

6. I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I found to have concealed/distorted any material information; my appointment shall be liable to summary termination without notice.
7. I shall not withdraw my candidature after the meeting of the Selection Committee.
8. I shall not decline the appointment, if selected for appointment by the ACC.
9. I will join within 30 days from the date of issue of order of appointment.
10. I am aware that in case I violate any of the conditions mentioned at Sl.No.2 to 4, the Government of India is likely to debar me for a period of three years for consideration for appointment outside the cadre and in any Autonomous Body/Statutory Body/Regulatory Body.

Place:

Date:

Signature of the candidate  
Tel No. & Mobile No.  
Email Address:

**PART-B**

**(TO BE FILLED & SIGNED BY THE CADRE CONTROLLING AUTHORITY)**

**( INDICATE "YES" OR "NO" IN THE BOX PROVIDED )**

1. Whether details of experience in administering & running the direct tax administration in the Central Government with at least 10 years of experience in the field formations of the Central Board of Direct Taxes indicated by the applicant in Part -A are correct as per records:
2. Whether full History of Posting of the officer is furnished:  
(Please give detailed history of postings)
3. Whether cadre clearance is being granted for this post:
4. Whether the office is clear from vigilance angle
5. Whether upto date vigilance status in the attached format is enclosed

☐☐☐☐☐

**(Signature & seal of the cadre controlling authority)**

## PART - C

### PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE CLEARANCE IS BEING SOUGHT

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

10. Name of the Officer(in full) :  
11. Father's name :  
12. Date of Birth :  
13. Date of Retirement :  
14. Date of entry into service :  
15. Service to which the officer  
Belongs including batch/year  
/cadre etc. wherever applicable:  
16. Positions Held ( during ten preceding years):

| S.<br>No. | Organisation<br>(name in full) | Designation<br>& Place of<br>Posting | Administrative/<br>nodal Ministry/<br>Department<br>concerned( in case of<br>officers of PSUs etc) | From | To |
|-----------|--------------------------------|--------------------------------------|--|------|----|
|-----------|--------------------------------|--------------------------------------|--|------|----|

17. Whether the officer has been placed on the  
Agreed List or List of Officers of Doubtful  
Integrity(If yes, details to be given) :  
18. 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.