



No. F.301-Ad/ITAT/JDR/2026-27

Vacancy Circular

Online applications are invited from Indian Nationals (citizens of India as defined in the Constitution of India or under any law made by the Parliament to regulate the rights for citizenship) for filling up existing as well as anticipated vacancies in the cadres of Senior Private Secretary/ Private Secretary (both Group 'B' Gazetted) at various Benches of Income Tax Appellate Tribunal. Online applications can be made & submitted on recruitment portal of ITAT i.e. www.itat.gov.in/recruitments.

2. THE DETAILS OF THE POSTS

2.1 No. of Vacancies:-

Senior Private Secretary- 22 (SC-01, ST-05, OBC-04, EWS-05, Gen.- 07)

(Horizontal Vacancy - PWD- 3)

Private Secretary- 20 (SC-05, ST-02, OBC-00, EWS-03, Gen.- 10)

(Horizontal Vacancy - PWD- 2)

The number of vacancies is likely to further augment resultant to revival of vacancies. Bifurcation as per reservation policy of Govt. of India, as indicated above shall also change accordingly.

2.2 Scale of Pay -

Senior Private Secretary - Rs. 47,600/- to Rs. 1,51,100/-; Pay Level-8 of the Pay Matrix (As per 7th CPC)

Private Secretary - Rs. 44,500/- to Rs. 1,42,400/-; Pay Level-7 of the Pay Matrix (As per 7th CPC)

3. ELIGIBILITY AND OTHER CONDITIONS:

Educational and other qualifications for the posts of Senior Private Secretary & Private Secretary are as under:-

(i) Degree of a recognized University or equivalent

(ii) A speed of 120 w.p.m. in English Shorthand

(iii) Working knowledge of computers, having knowledge to operate upon the software like Microsoft Office, Excel or Page-makers.

4. AGE LIMIT

4.1 For all candidates the age for applying for the posts shall not exceed 35 years.

4.2 Standard relaxation, in accordance with the instructions or orders issued by the Central Government from time to time, for Govt. servants and SC/ST/OBC shall be applicable.

4.3 The crucial date for determining the age limit shall be the 30th day from the publication of advertisement in the 'Employment News'.

4.4 It may be noted that the crucial date for determining the age limit, as prescribed in para 4.3 above, shall be the same for the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory of Ladakh, Lakshadweep and Pongl Sub Division of Chumbi district of Himachal Pradesh, Union Territories of Andaman & Nicobar Islands or Lakshadweep.

5. TESTS EXAMINATION SCHEME:

5.1 The recruitment shall be through Written Examination, Skill Test followed by Personal Interview.

5.2 The written examination and skill test shall be conducted at the following 09 stations.

(i) Delhi (ii) Mumbai (iii) Kolkata
(iv) Chennai (v) Bangalore (vi) Guwahati
(vii) Lucknow (viii) Ahmedabad (ix) Hyderabad

5.3 The candidates shall be required to opt for two centers of their choice as per their order of preference. However, if sufficient number of applications for any particular station are not received, the ITAT shall have the sole discretion to cancel such center and the candidate shall be required to appear at the second center chosen by him/her.

5.4 The scheme of Written Examination, Skill Test and Personal Interview shall be as under:-

WRITTEN EXAMINATION

Sl. No.	Test	Marks	Syllabus
1.	Paper-1: General English	100	Essay of minimum 250 words, Letter Writing, Precise Writing and Grammar.
2.	Paper-2: General Knowledge & Reasoning	100	General knowledge/ General Studies, Logical Reasoning, Current Affairs.

SKILL TEST

1.	Skill test	100	English Shorthand @ 120 WPM English Typing @ 45 WPM
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PERSONAL INTERVIEW

1.	Personal Interview	75	
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5.5 The Written Examination (papers of General English, General Knowledge & Reasoning) and Skill Test shall be in English medium only.

5.6 The requirement of minimum qualifying marks in individual papers of Written Examination and that of Aggregate marks of both papers of Written Examination, category wise, shall be as under:-

Category	Minimum qualifying marks in each paper of Written Examination	Aggregate marks of both papers of Written Examination
General	40%	50%
OBC/ EWS	35%	45%
SC/ST/PWD	30%	40%

5.7 The Skill Test shall be evaluated only in respect of those candidates who would secure minimum qualifying marks in Written Examination.

5.8 Only those candidates, who are shortlisted after Skill Test, shall be called for Personal Interview. The date and venue for the same shall be notified later.

5.9 Overall merit list shall be drawn on the basis of combined merit acquired by the candidate in Skill Test and interview.

5.10 The candidates are not entitled to any TA/DA for appearing for Written Examination, Skill Test and Personal Interview. However, the candidates belonging to SC/ST category, who are not already in service of Central/State Government, Central State Government Corporation, Public Sector Undertaking, Local Government Institute or Panchayat, etc., shall be reimbursed to and fro 2nd Class Ordinary or Sleeper Class railway fare or bus fare by the shortest route on production of tickets, as per Government of India guidelines.

5.11 Any physical correspondence/communication/queries from individual candidates regarding Written Examination, Skill Test/Personal Interview and final result shall NOT be entertained by this office. All communications viz. discrepancies in applications, the admit cards for written examination and skill test as well as call letters of personal interviews shall be communicated to the candidates through E-MAIL ONLY, on email addresses provided in application. Further, General Notifications regarding Written Examination, Skill Test/Personal Interview and final result shall also be uploaded on official website of the ITAT. Hence, the applicants are advised to regularly check their emails and official website of the ITAT i.e. <https://www.itat.gov.in>.

6. General Instructions:

6.1 The applications are to be submitted within 30 days from the date of publication of the advertisement in the 'Employment News', THROUGH ONLINE MODE ONLY.

6.2 The applicants, who wish to apply for both posts, are required to submit single application. A single examination shall be conducted for both the posts, therefore, depending on the rank acquired in the consolidated merit list, the post of Sr./PS/PS shall be offered.

6.3 Alongwith the online application, self-attested copies of the following documents shall need to be uploaded:-

- Matriculation certificate as proof of date of birth.
- Graduation Degree Certificate/Graduation Marks Sheets for all semesters/years alongwith Provisional Certificate.
- Caste certificate in respect of SC/ST issued by the Competent Authority, wherever applicable.
- Latest Non-Creamy Layer certificate in respect of OBC issued by the Competent Authority, wherever applicable.
- Latest Income & Asset Certificate in respect of EWS issued by the Competent Authority, wherever applicable.
- Disability certificate, in respect of persons with disability (PWD) wherever applicable, indicating the nature and percentage of disability issued by the Competent Authority.
- NOC from the parent department in the format provided along with the Vacancy Circular, wherever applicable.

7. DISQUALIFICATION

7.1 The applications, which are:-

- Incomplete.
- Not supported by duly self-attested copies of relevant documents in support of age and educational qualifications.
- Not accompanied by relevant certificate issued by the Competent Authority regarding caste, non-creamy layer, disability, EWS category, wherever applicable.
- From the applicants against whom any criminal case is pending shall not be entertained and shall be outrightly rejected.

7.2 The candidature of candidates, found to be resorting to any sort of malpractices/ canvassing, will be outrightly rejected.

8. FINAL AUTHORITY ABOUT ELIGIBILITY - The decision of ITAT in all matters relating to eligibility, acceptance or rejection of the application, mode of selection will be final and no query or correspondence in this regard shall be entertained.

9. PERIOD OF PROBATION - The selected candidates shall be on probation for a period of 02 years from the date of joining the post.

10. POSTING - The selected candidates shall be liable to be posted in any of the Benches of the ITAT across the country.

11. JURISDICTION FOR DISPUTE REDRESSAL - All disputes shall be subject to jurisdiction of courts at Mumbai.

(BUJ PK.)

ASSISTANT REGISTRAR

'NO OBJECTION CERTIFICATE'

TO BE GIVEN BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY OF THE APPLICANT

It is certified that the information/details provided in the above application by Mr./Mrs./ Ms. _____, holding the post of _____ in this Office/ Department/ Ministry on Permanent/ Temporary/Regular basis, are true and correct as per the available records. He/ She possesses educational and technical qualifications as mentioned in the vacancy circular.

2. It is also certified that:

- There is no vigilance or disciplinary case pending/ contemplated against Mr./Mrs./ Ms. _____.
- His/ Her Integrity is certified.
- 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).

3. In the event of his/her selection for the post of Senior Private Secretary/Private Secretary in the ITAT, he/she shall be released immediately.

EN 16/90

(Employer/ Cadre Controlling Authority with Seal)