

No.A-12023/1/2022-ADMIN-III (Part-2)/E.67326

Government of India
Ministry of Law and Justice
Department of Legal Affairs

New Delhi-110001
Dated the 15th March, 2024

Vacancy Circular

Subject:-	Selection for the posts of the Vice President in the Income Tax Appellate Tribunal (ITAT) - reg.
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1. Tribunal: - The Income Tax Appellate Tribunal (ITAT) is an Appellate authority, established under Section 252 of the Income Tax Act, 1961 to hear various appeals under the Income Tax Act, 1961. The headquarter of the Tribunal is situated at Mumbai and its Benches are situated in the various cities in the country. A Vice President, upon being appointed, carries an All India transfer liability.

2. Vacancy: - Applications are invited for the following existing and anticipated vacancies: The vacancies are tentative and may decrease or increase without any prior notice.

Sl. No.	Name of the Post	Number of Posts (Tentative)
1	Vice President	5 (Five)

3. Qualification:- The qualifications, eligibility, salary and other terms and conditions of the appointment of a candidate as the Vice President of the ITAT will be governed by the provisions of the Tribunal (Conditions of Service) Rules, 2021 and the Rules, framed thereunder, as amended from time to time.

4. Procedure for Selection:- The Search-Cum-Selection Committee (SCSC), constituted under the Tribunal Reforms Act, 2021 for recommending names for appointment to the said post, shall scrutinize the applications with respect to suitability of applicants for the posts by giving due weightage to qualification and experience of candidates and shortlist candidates for conducting personal interaction. The final selection will be done on the basis of overall evaluation of candidates done by the SCSC, based on the qualification, experience and personal interaction.

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5. Application Procedure: - Applications of eligible and willing officers are requested through proper channel (wherever applicable), and are accompanied with (i) bio-data in the proforma at **Annexure-I** (ii) Certificate to be furnished by the employer/ head of office/ forwarding authority as in **Annexure-II** (iii) clear photocopies of the up-to-date CR/APAR dossiers of the officers, containing CR/APARs of at least five years (wherever applicable), duly attested by a Group A officer (iv) cadre clearance (v) integrity certificate/clearance from vigilance and disciplinary angle as in **Annexure-III** (vi) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years, **online**, within one month from the date of issue of this advertisement.

Applicants can log on to **<https://legalaffairs.gov.in/itat-recruitment/>** to access the Online Application Portal.

6. No TA/DA will be admissible to the candidates to be called for interview/interaction. The candidates are required to make their own arrangements.

7. Advertisement and Prescribed Application Form can be accessed from Ministry's website **<https://legalaffairs.gov.in/>** and Tribunal's website **<https://itat.gov.in>**.

8. Incomplete applications and applications, received after due date without necessary Annexure, as mentioned above, will not be entertained.

M. N. NAYAK
15/03/2024

(M. NAYAK)

Under Secretary to the Govt. of India
011-23386260

FORM I

(See rule 4)

[Format for vacancy circular including the format for application]

F. No. _____

Government of India

Ministry of _____

Department of _____

Room No. _____

New Delhi-110001

Dated, the _____

Vacancy Circular

Subject: - Selection for the posts of Chairperson/Member in _____ Tribunal-reg.

1. Tribunal: - The _____ (Name of the Tribunal) _____ Tribunal is an Appellate authority established under _____ Act, _____ to hear various appeals under the _____ Act, _____ headquarter is situated at _____ and its regional Benches are situated at _____ A Member, upon selection, may be posted at any of these places,

2. Vacancy: - Applications are being invited for the following existing and _____ anticipated vacancies:

Post	Place	Date of Vacancy

3. Qualification:- The qualifications, eligibility, salary and other terms and conditions of the appointment of a candidate will be governed by the provisions of the Tribunal (Conditions of Service) Rules, 2021,

4. Procedure for selection: - The Search-Cum-Section Committee constituted under the Tribunal Reforms Act 2021 for recommending names for appointment to the said post shall scrutinise the applications with respect to suitability of application for the posts by giving due weightage to qualification and experience of candidates and shortlist candidates for conducting personal interaction. The final selection will be done on the basis of overall evaluation of candidates done by the Committee based on the qualification, experience and personal interaction.

5. Application Procedure:- Applications of eligible and willing officers are requested through proper channel (wherever applicable) and are accompanied with (i) bio-data in the proforma at Annexure-I (ii) Certificate to be furnished by the employer/ head of office/ forwarding authority as in Annexure-II (iii) clear photocopies of the up-to-date CR/APAR dossier of the officer containing CR/APARs of at least last five years duly attested by a Group A officer (iv) cadre clearance (v) integrity certificate/clearance from vigilance and disciplinary angle as in Annexure-III (vi) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years, to the following address, so as to reach this office latest by _____:-

[Name and Address]

Applicants can Log on to <http://www.tribunals.gov.in> to access the home page of the Online Application to apply (wherever applicable).

6. No TA/DA will be admissible to the candidates to be called for interview/interaction. The candidates are required to make own arrangements.
7. Advertisement and Prescribed application form can be downloaded from Ministry's/Tribunals website (name of the website) _____.
8. Any application received after due date without necessary Annexure as mentioned above will not be entertained.

Wide publicity may be given in all organizations and their field formations to facilitate early and optimum number of application.

(Name of the Signing Officer)

Under Secretary to the Govt. of India/Director

Annexure-I

PROFORMA

Space for
photograph
duly signed by
candidate

1. Name :
2. Date of Birth :
3. Category(SC/ST/OBC/UR) :
4. Designation/Profession :
5. Contact Details :

	Residential		Official
	Present	Permanent	
Address:			
Mobile/Phone No.			
Email:			

6. Cadre/Service [Wherever applicable]

7. Educational qualification (in reverse chronological order):

Sl. No.	Name of University/ Equivalent Institution	Degree	Year of passing	Division/ % of marks obtained	Academic Distinction	Subject/ Specialization

8. Work Experience:

8A. For the experience as employee, Employment record in chronological order starting with present Employment, list in reverse:

Sl. No.	Name & address of employer (Govt./PSU/Ministry/ Department/any other	Designation, Pay or Scale of pay (Pay in Pay Matrix)*	Period of Service		Nature of work/ experience
			From	To	

*Also indicate Sl No. in above, which is equivalent to Additional Secretary/District Judge/Additional District Judge/Major General (as applicable under the qualification) or above

8B. For the experience as Professional record in chronological order starting with present Engagement, list in reverse:

Sl. No.	Details of Profession	Period of Service		Nature of work done*
		From	To	

*Such as Administration /Service matters /Judicial or Quasi-Judicial /Criminal /Civil /Taxation /Company Affairs /Environmental matters /Finance /Accountancy /Economics /Business /Commerce /Management /Public Affairs or any other as may be applicable. Engagement with Government, if any, may be indicated.

9. Date from which drawing the pay scale :
in the grade of Additional Secretary/
District Judge/Additional District Judge/
Major General to the Government of India
or any equivalent rank (wherever applicable).
10. Write up on adjudicating experience :
of the applicant (200 words)
[Wherever applicable]
11. Experience alongwith brief write up in handling : Details of Such cases
Cases before relevant Courts/Tribunals/ (Reported Cases/UnreportedCases)
[if applicable]
12. Proof of Experience, including :
Enrolment/Registration No. As an Advocate/CA etc.
[For candidates other than Govt. or Judicial
officers]
13. Annual Income along with copy of :
latest ITR [For Candidates other than
Govt. or Judicial Officers]
14. Write up on 05, major achievement :
(200 words each)
15. Awards/honours/Publications, if any :
16. Affiliation with the professional bodies/ :
Institutions/societies/or any other body
Including political party.
17. Additional information, if any, which :
You would like to mention in support
of the application for the post.

DECLARATION

1. I certify that the foregoing information is correct and complete to the best of 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.
2. I shall not withdraw my candidature after the meeting of the Selection Committee.

3. I shall not decline the appointment, if selected for appointment by the ACC.
4. I shall join within 30 days from the date of issue of order of appointment.
5. 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

Annexure-II

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

1. Certified that the particular furnished by Shri/Smt/Kum-----are correct and he/she possesses educational qualifications and experience mentioned in Annexure-I.
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 (II).
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/APAR of last years (each Photostat copy of ACR/APAR should be attested) in respect of Shri/Smt/Kum-----in enclosed herewith.

Seal & Signature of the cadre controlling Authority

Annexure-III

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. Fathers 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

8. Whether the officer has been placed on :
the agreed list or list of Officer of
Doubtful Integrity (if yes, details to be given)

9. 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 (*)

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

Date:

(NAME AND SIGNATURE)