



भारत सरकार  
GOVERNMENT OF INDIA

अग्रिम विनिर्णय प्राधिकरण, एनसीआर बेंच (आय कर) राजस्व विभाग, वित्त मंत्रालय  
AUTHORITY FOR ADVANCE RULINGS (INCOME TAX) NCR BENCH, DEPARTMENT OF REVENUE, MINISTRY OF FINANCE  
F.No.068/AAR/NCR-Bench/2017-18/287(8) Dated: 5<sup>th</sup> Dec, 2017

To,

- 1 The Registrar (J-I), Supreme Court of India, Tilak Marg, New Delhi-110201.
- 2 The Registrar (J-II & Court), Supreme Court of India, Tilak Marg, New Delhi-110201.
- 3 The Registrar (J-III & Admn. General), Supreme Court of India, Tilak Marg, New Delhi-110201.
- 4 The Registrar (J-IV & Court), Supreme Court of India, Tilak Marg, New Delhi-110201.
- 5 The Registrar (Admn-I & M), Supreme Court of India, Tilak Marg, New Delhi-110201.
- 6 The Registrar (Conf. Cell), Supreme Court of India, Tilak Marg, New Delhi-110201.
- 7 The Registrar General of the High Court of Delhi, Sher Shah Road, New Delhi-110503.

**Sub: Filling up of the post of 1 Private Secretary, 3 Stenographers Gr.-II and 1 Technical Assistant on Contract basis-reg.**

Sir,

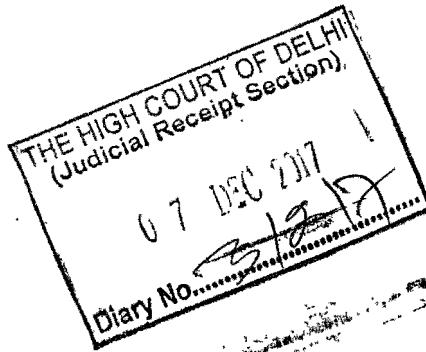
Authority for Advance Rulings (Income Tax), NCR Bench located at Hotel Samrat, Chanakyapuri, New Delhi-110021, is a high level quasi-judicial body established to pronounce advance rulings to facilitate investors in respect of their prospective tax liabilities.

2. One post of Private Secretary, Three posts of Stenographer Gr.-II and One post of Technical Assistant are lying vacant in this Authority and the same are to be filled on contract basis to be offered to retired govt. employees (Central/State), Supreme Court of India and High Court of Delhi to be employed as consultants.

3. You are requested to give it a wide publicity amongst all retired personnel and put it up on the notice board. The Application/C.V. of the willing retired personnel may be sent in prescribed performa (enclosed within) to this office within 30 days of issue of this letter at the following address:-

The Section Officer  
Room No.-456,  
Authority for Advance Rulings (IT), NCR Bench,  
Hotel Samrat, Chanakyapuri,  
New Delhi-110021.

Encl: 1. Prescribed Proforma  
2. Eligibility Criteria  
3. Terms & Conditions



Yours faithfully

(Ajay Wadhvani)  
Section Officer  
AAR (IT), NCR Bench,  
New Delhi.

1

**Proforma**

Application for engagement of Consultant in the Office of  
Authority for Advance Rulings (Income Tax), NCR Bench, New Delhi

1.	Name in full (Block Letter)						
2.	Educational Qualification						
3.	Date of Birth						
4.	Date of Superannuation from Govt. Service						
5.	AADHAR No. and PAN No. (Enclose Xerox Copy of each)						
6.	PPO No. (Enclose Xerox Copy)						
7.	Complete residential address with phone number/mobile no.						
8.	Last Office's address (at the time of retirement)						
9.	E-mail I.D.						
10.	Brief particulars of experience in Govt. Service duration last five years, just before retirement	Post held	From	To	PB/GP	Area of Experience	Last Pay Drawn and Basic Pension
11.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.						

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Consultants.

(Signature of the Candidate)

Place:

Date:

**ELIGIBILITY CRITERIA**

The Consultant proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Departments. Persons retired only from the posts as mentioned in Col.3 below, from Central Government/ State Govt. Ministries/ Departments, need to apply.

Level of Engagement	Vacancies	Eligibility Criteria & Experience	Desirable	Age Limit (as on last date of application)
1.	2.	3.	4.	5.
Consultant (P.S.)	01	a) Should have retired from not below the rank of P.S. i.e. <b>not below the post carrying GP of Rs.4600/- (Pre-revised) in PB-3 on regular basis</b> b) Proficiency in typing on computer in English or in Hindi c) Proficiency in Short-hand dictation and transcription	Having working knowledge of computer or application of computer in the day to day functioning of office.	Should not have attained the age of 62 years.
Consultant (Stenographer -Gr-II)	03	a) Should have retired from not below the rank of Stenographer Grade-II i.e. <b>not below the post carrying GP of Rs.4200/- (Pre-revised) in PB-2 on regular basis</b> b) Proficiency in typing on computer in English or in Hindi c) Proficiency in Short-hand dictation and transcription	Having working knowledge of computer or application of computer in the day to day functioning of office.	Should not have attained the age of 62 years.
Consultant (Technical Assistant)	01	a) Should have retired from not below the rank of Sr. Technical Assistant i.e. <b>not below the post carrying GP of Rs.4200/- (Pre-revised) in PB-2 on regular basis</b> b) Proficiency in typing on computer in English or in Hindi c) Having knowledge of Income Tax Law Procedures	Having working knowledge of computer or application of computer in the day to day functioning of office.	Should not have attained the age of 62 years.

## Terms & Conditions

### 1. Period of engagement

The engagement shall be initially for a period of six months which may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the Office with the approval of the Competent Authority.

>> **No Extension will be granted beyond the age of 65 years.**

### 2. Selection Procedure

The engagement will be purely on short term contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates.

>> **AAR (IT),NCR Bench reserves the right to reject any application without mentioning any reason.**

### 3. Remuneration

As per existing norms. Apart from consolidated monthly fee, no perquisites such as HRA, TA/DA, residential accommodation etc will be provided.

### 4. Scope of Duties

During the period of such engagement, the Consultants would be required to perform any work as assigned to them by the concerned Branch Heads in the AAR (IT), NCR Bench, New Delhi, in which they would be posted to work as Consultant.

### 5. Leave

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to leave of 8 days in a Calendar Year, to be calculated on pro-rata basis. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturdays/ Sundays /Other Gazetted holidays they may be given compensatory off.

### 6. TA/DA

No TA/DA is admissible for joining the assignment or on its completion. Should they be required to travel outside Delhi in connection with work of the AAR (IT), NCR Bench, New Delhi,during the period of their appointment, they will be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in AAR (IT) NCR Bench.

### 7. Office time and working hours

Engagement of Consultant would be on full time basis. Working hours shall be from 9.30 am to 6.00 pm during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/ Sunday/ other Gazetted holidays, if required.

8. Tax deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

9. Confidentiality of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

10. Conflict of interest

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

11. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Consultant desires to leave the assignment, he/she is to give 07 days notice which can be curtailed/ extended depending upon the workload.

- **In the event any Consultant is found unfit on any account or if he/ she is found guilty of any insubordination/misconduct, his/ her services can be terminated immediately without any notice.**

12. AAR (IT), NCR Bench, New Delhi, shall not be responsible for any loss, accident, damage; injury suffered by the Consultant what so-ever arising in or out of the execution of his work including travel.

13. Guidelines for the submission of the application

The duly completed application in prescribed proforma should be submitted so as to reach this office within 30 days of issue of the covering letter. Any application received after the specified date will not be entertained. The application should be submitted with the following documents:-

- a) Copy of retirement notification
- b) Copy of PPO
- c) Copy of ID card – in case will be retiring by last date of receiving application
- d) Copy of PAN card and AADHAR card- mandatory