



GOVERNMENT OF INDIA  
Office of the Chief Commissioner of Income Tax, Kolkata-I, Kolkata.  
Aayakar Bhawan, P-7, Chowringhee Square, Kolkata – 700069.

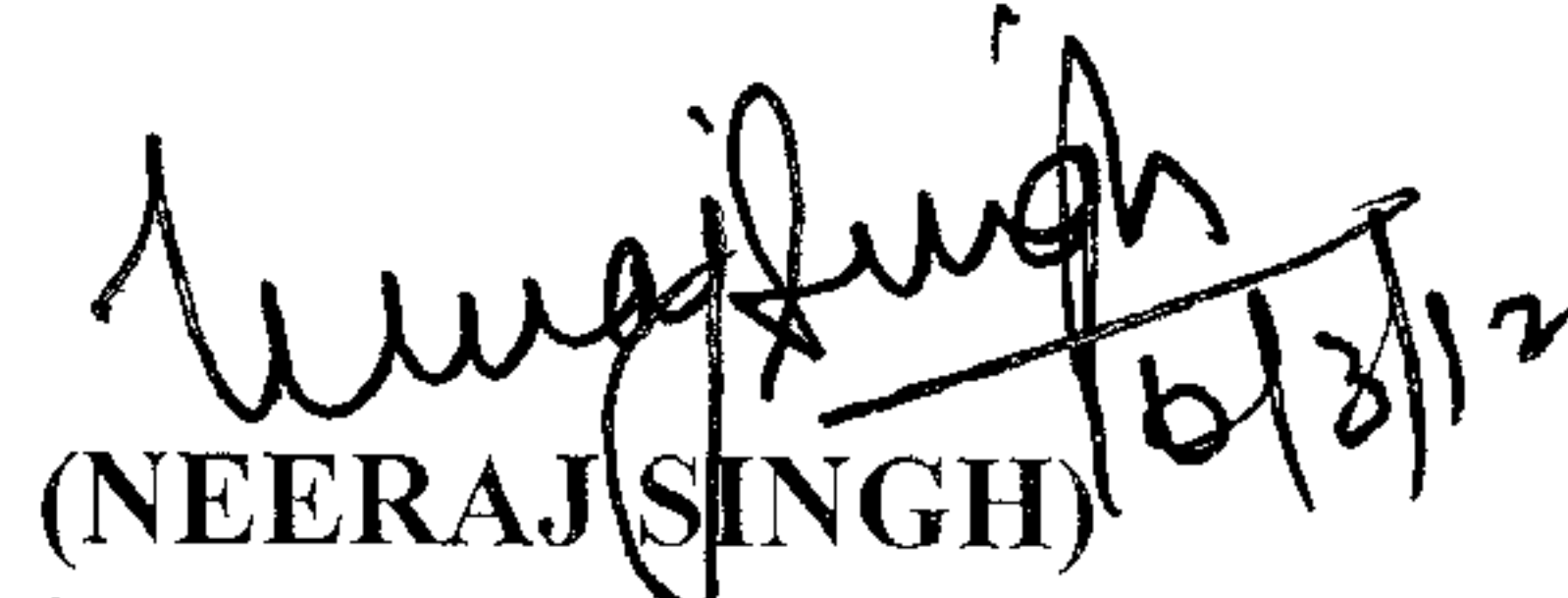
F. No. 1E/15/2010-11/Sports/RW/

Dated:

**Subject:- Recruitment of Sportspersons to the posts of Tax Assistants, Notice Servers & Multi Tasking Staff – Regarding.**

Applications are invited from meritorious sports persons satisfying the requirements as mentioned in Annexure-I for appointment to the posts of Tax Assistants, Notice Servers & Multi Tasking Staff.

The willing and eligible candidates can send their application form as per Annexure-II on or before **30.04.2012** to the Additional Commissioner of Income Tax, Headquarters (Personnel), 1<sup>st</sup> Floor, Room No.14, Aayakar Bhawan, P-7, Chowringhee Square, Kolkata – 700069.

  
(NEERAJ SINGH) 16/3/12

Additional Commissioner of Income Tax  
Headquarters (Personnel), Kolkata.

**RECRUITMENT OF MERITORIOUS SPORTS PERSONS IN THE OFFICE OF THE CHIEF  
COMMISSIONER OF INCOME TAX, WEST BENGAL REGION**

The Chief Commissioner of Income Tax (Cadre Controlling Authority), Kolkata, invites applications for the Recruitment of meritorious Sportspersons in different games, sports as listed below for the posts of Tax Assistants in the pay scale of Rs. 5200-20200; Grade Pay Rs. 2400, Notice Server in the pay scale of Rs. 5200-20200; Grade Pay Rs. 2000 and Multi Tasking Staff in the pay scale of Rs. 5200-20200; Grade Pay Rs. 1800. The posts are purely temporary but likely to be permanent. The probation period is of 2 years.

**ELIGIBILITY CONDITIONS**

**01. AGE LIMIT :**

- (i) Tax Assistant : 18-27 years (as on **31.03.2012** )  
(ii) Notice Server : 18-27 years (as on **31.03.2012**)  
(iii) Multi Tasking Staff : 18-25 years (as on **31.03.2012**)

Relaxation : (as per Govt. of India instructions for meritorious sportspersons)  
5 years for General / OBC candidates  
10 years in case of SC/ST candidates  
8 years for Departmental candidates of General / OBC Category  
13 years for Departmental candidates of SC/ST Category

**02. ESSENTIAL EDUCATIONAL QUALIFICATION**

1. For Tax Assistants (i) Degree of a recognized university or equivalent  
(ii) Having Data Entry Speed of 8000 key depression per hour  
2. For Notice Server (i) Matriculation or equivalent  
3. Multi Tasking Staff (i) Matriculation or equivalent

**03. NUMBER OF VACANCIES :**

Name of the Post		Vacancies
(i)	Tax Assistants	03
(ii)	Notice Server	05
(iii)	Multi Tasking Staff	15

#### 04. SPORTS ELIGIBILITY :

Appointment can be made of a sportsperson considered meritorious with reference to the following criteria :-

Sportspersons having represented

- (i) A State or the Country in a National or International Competition in any of the games / sports as mentioned in Para-6.
- (ii) Their University in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of the games / sports as mentioned in Para-6
- (iii) The State Schools Team in the National Sports / Games for schools conducted by All India School Games Federation in any of the games / sports as mentioned in Para-6 or
- (iv) Sportsperson who have been awarded National Awards in Physical Efficiency under National Physical Efficiency Drive.

**Note:-** The merit of sportspersons, who fulfill the aforesaid eligibility conditions, shall be considered / decided in the order of preference given above.

#### 05. SELECTION OF THE CANDIDATES :

The applications will be scrutinized and eligible candidates with reference to the requirements mentioned above will be called for **Interview-cum-Personality test**. On the basis of their performance in Interview-cum-Personality test eligible candidates will be shortlisted and such shortlisted candidates will be required to appear in the **Ground / Proficiency Test** for final selection. In respect of appointment to the *post of Tax Assistant*, the candidates are also required to qualify in the **Computer Skill Test** for the purpose of selection.

Success in the above test confers no right to appointment unless Department is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the post.

**Note:** In case suitable candidates are not available in any of the above Games / Sports, the Department will reserve its right not to consider such games / sports.

#### 06. LIST OF GAMES / SPORTS :-

- |                           |                    |                        |                  |
|---------------------------|--------------------|------------------------|------------------|
| 1. Archery                | 2. Athletics       | 3. Atya-Patya          | 4. Badminton     |
| 5. Ball-Badminton         | 6. Basketball      | 7. Billiards & Snooker |                  |
| 8. Boxing                 | 9. Bridge          | 10. Carrom             | 11. Chess        |
| 12. Cricket               | 13. Cycling        | 14. Equestrian Sports  |                  |
| 15. Football              | 16. Golf           | 17. Gymnastics         | 18. Handball     |
| 19. Hockey                | 20. Judo           | 21. Kabaddi            | 22. Karate-DO    |
| 23. Kayaking and Canoeing |                    | 24. Kho-Kho            | 25. Polo         |
| 26. Powerlifting          | 27. Rifle Shooting | 28. Roller Skating     | 29. Rowing       |
| 30. Softball              | 31. Squash         | 32. Swimming           | 33. Table Tennis |
| 34. Taekwondo             | 35. Tennikoit      | 36. Tennis             | 37. Volleyball   |
| 38. Weight Lifting        | 39. Wrestling      | 40. Yaching.           | 41. Ice-Skiing   |
| 42. Ice-Hockey            | 43. Ice-Skating.   |                        |                  |

**07. HOW TO APPLY :**

Applications must be submitted in the format given in Annexure-II and addressed to the Additional Commissioner of Income-tax (Hqrs.-Personnel), Room No. 14, Aayakar Bhawan, P-7, Chowringhee Square, Kolkata – 700069. by post / by hand so as to reach the office of the undersigned on or before **30.04.2012** (upto 6 p.m.) .

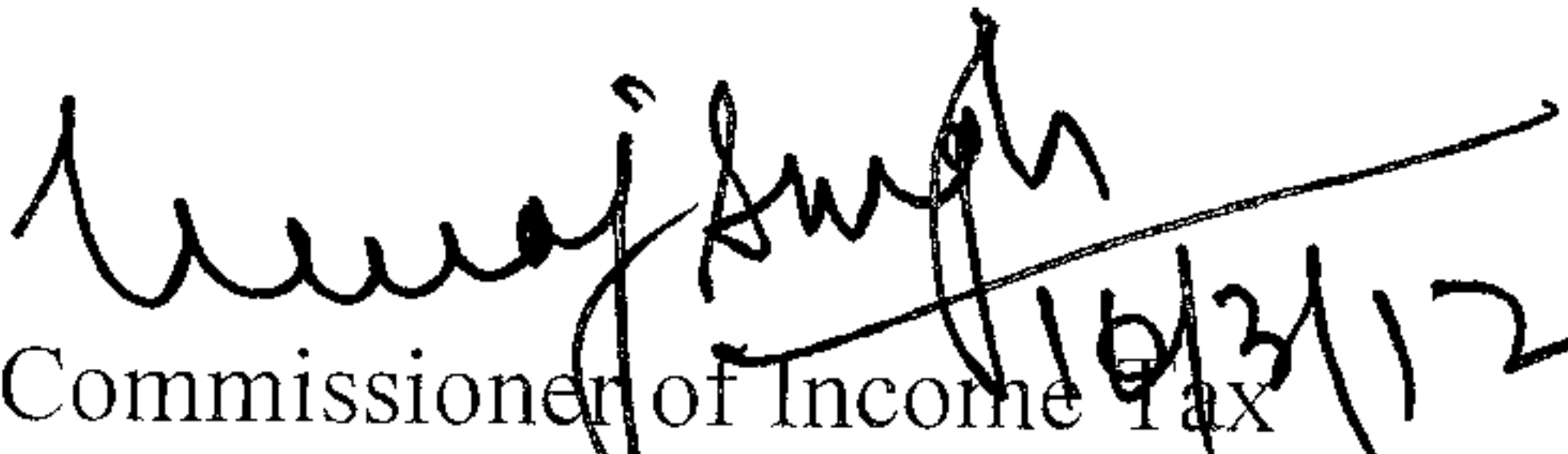
The envelop containing the application shall also be superscribed as follows :

“APPLICATION FOR THE POST OF TAX ASSISTANT / NOTICE SERVER / MULTI TASKING STAFF UNDER MERITORIOUS SPORTS PERSONS’ QUOTA.

NAME OF THE POST APPLIED FOR \_\_\_\_\_”

- 08.** The candidate on appointment will be liable for posting at any place in West Bengal Region and they are required to submit an undertaking to that effect before joining.
- 09.** Selected candidates will be required to give an undertaking to the effect that they shall not apply for inter-charge transfer before rendering regular service for a minimum period of 10 years under this charge.
- 10.** Attested copies of all documents in support of claim regarding the date of birth, educational qualifications, sports eligibility certificates, caste certificate, etc. should invariably accompany the application. Further, latest coloured passport size photograph, duly attested by a Gazetted Officer, shall also be pasted on the application form in the space provided for the purpose.
- 11.** Application duly signed and completed in all respects shall reach the office of the undersigned on or before **30.04.2012 (upto 6 p.m.)**.
- 12.** Applications received after the due date will not be entertained under any circumstances. Incomplete, unsigned applications or applications without the required annexures will be rejected summarily and no correspondence in the matter will be made with the applicant. The date and venue for interview and tests will be intimated to the candidates concerned in due course by the authorized officer.
- 13.** Sports achievements certified by the authorities other than the recognized authorities as enumerated in **Annexure-III** shall not be considered. The list of recognized National Sports Federations is given in **Annexure-IV**.
- 14.** The candidate must be in possession of the requisite educational qualification for the concerned post as on **31.03.2012**. Attested copies of final marks sheet and degree / certificate should be attached with the application.
- 15.** In case, a candidate applies for more than one posts then he / she will be considered for appointment in the following order subject to his / her eligibility for appointment to such posts :

- (i) Tax Assistant                      (ii) Notice Server                      (iii) Multi Tasking Staff

  
Additional Commissioner of Income Tax  
Headquarters (Personnel), Kolkata.

APPLICATION FOR THE POST OF  
INSPECTOR / TAX ASSISTANT / NOTICE SERVER

Post applied for

Tax Assistant	
Notice Server	
Multi Tasking Staff	

Latest pass-port size  
coloured photograph of  
the candidate duly  
attested by a Gazetted  
Officer

Signature

Please tick (✓) in above, tick the relevant  
Column (s), mark (x) in the column which is not applicable.  
The blank Column shall be considered as (x)

(Please fill the form in black ink in Capital Letters)

A) Full Name (Surname First)	
B) Father's Name	
C) Gender (Male/Female)	
D) Permanent Residential Address	
E) Address for Communication	
F) Date of Birth (DD/MM/YYYY)	
G) Age ( as on 31.03.2012)	
H) Whether General / OBC/SC/ST	
I) Educational Qualification	
J) Sports event/game (Give detailed information alongwith certified copies)	
K) Details of best performance (Please enclose proof)	
a) International (mention the name of even, year & month when event was held and position secured	
b) National (mention the name of event, year & month when event was held and position secured )	
c) Others (mention the name of event, year & month when event was held and position secured )	
L) Details of latest performance <b>(Proof to be enclosed)</b>	
M) Documents to be submitted: a) Educational Certificate / Mark Sheet Marks List and Certificate of the University (as applicable) b) Age proof (as per matric certificate) c) Sports Certificates d) Caste Certificate (in case of OBC/SC/ST Candidates)	
N) Telephone No.	
O) E-Mail ID, if any	

**DECLARATION**

I hereby declare that all statements made in this application are true complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being detected before or after the tests/interview my candidature/appointment is liable to be cancelled / terminated. I have not submitted any other application for this post. I am aware that if I contravene this Rule, my application will be rejected summarily by the Department.

I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualification & sports eligibility, etc., prescribed for the post.

Place:

Signature of the candidate

Date:

FULL NAME

Annexure – III

**List of Authorities**

Sl.No.	Competition	Authority awarding Certificate
1	International Competition	Secretary of the National Federation of the game concerned
2	National Competition	Secretary of the National Federation or Secretary of the State Association of the game concerned
3	Inter-University Tournaments	Dean of Sports or other Officer in overall charge of sports of the University concerned
4	National / Sports /Games for Schools	Director or Additional / Joint or Deputy Director in overall charge of Sports / Games for Schools in the Directorate of Public Instructions / Education of the State
5	Physical Efficiency Drive	Secretary or other officer in overall charge of Physical Efficiency in the Ministry of Education & Social Welfare, Government of India.

**LIST OF RECOGNIZED NATIONAL SPORTS FEDERATIONS APPROVED BY  
THE DEPARTMENT OF YOUTH AFFAIRS AND SPORTS**

1. Amateur Kabaddi Federation of India, 119/A, Harish Mukherjee Road, Calcutta-700 026.
2. Ball Badminton Federation of India, 23, Thanthai Periyar Nagar, Ellipillai Chavady, Pondicherry-605 005.
3. Bridge Federation of India, 125, 6<sup>th</sup> Main Road, Malleswaram Bangalore-560 003.
4. Federation of Motor Sports Club of India, McDowell House, 2<sup>nd</sup> Line Beach, P.B.No. 1256, Madras-600 001.
5. Indian Golf Union, Tata Centre, 3<sup>rd</sup> Floor, 43, Chowringhee Road, Calcutta-700 071.
6. Judo Federation of India, Sepowala Building, 2<sup>nd</sup> floor, 65, Bombay Samachar Marg, Bombay-400 023.
7. Archery Association of India, Ambapeth, Amravati, Maharashtra.
8. Basketball Federation of India, A/66, Derawala Nagar, Delhi-110 031.
9. Cycling Federation of India, Yamuna Velodrome, Indira Gandhi Stadium Complex, New Delhi.
10. Gymnastic Federation of India, No. 68, Sector 10/A, Chandigarh-160 010.
11. Indian Polo Association, C/O. President's Body Guard, Gate No. 24, Rashtrapati Bhavan, New Delhi.
12. Kho Kho Federation of India, 14/1-A, Pottery Road, Calcutta-700 015.
13. Softball Association of India, Rawaton Ka Bas, Jodhpur-420 001.
14. Tennikoit Federation of India, Room No. 159, Ground Floor, 3<sup>rd</sup> Cross, 2<sup>nd</sup> Main, Dattatreya Extension, Bangalore-560 019.
15. Women's Cricket Association of India, 174, Ramesh Dutta Street, Calcutta-700 006.
16. Indian Olympic Association, Jawaharlal Nehru Stadium, New Delhi.
17. All India Sports Council of Deaf, 8, Northend Complex, Shri Ramakrishna Ashram Marg, New Delhi-110 001.
18. All India Chess Federation, III/37, Nona Manzil, Post Nallalam, Calicut-673 027.
19. Squash Racket Federation of India, C/o. The Calcutta Racket Club, Near St. Paul's Cathedral, Chowringhee, Calcutta-700 071.
20. Table Tennis Federation of India, R.No.1144-A, 1<sup>st</sup> Floor, Gate No. 28, Jawaharlal Nehru Stadium, New Delhi-110 003.
21. Women's Football Federation of India, Behind Head Post Office, Main Bazar, Gorakhpur, Uttar Pradesh.
22. Throwball Federation of India, 29, Raja Ram Mohan Roy Road, Bangalore-560 027.
23. Indian Women's Hockey Federation, 23, Sector 7, Chandigarh.
24. All India Football Federation, "Green Lawns" Talap, Cannanore, Kerala-670 002.
25. National Rifle Association, Room No. 46(1<sup>st</sup> floor), Raghu Shree Complex, Ajmeri Gate, Delhi-110 006.
26. Swimming Federation of India, 27, Parashkunj Society-1, Setallite Road, Ahmedabad(Gujarat)-380 015.
27. Volleyball Federation of India, 6, Nehru Stadium, Madras-600 003.
28. Wrestling Federation of India, South Plaza, Under Pylon 3, I.G. Stadium, New Delhi-110 002.
29. Aero Club of India, Safdarjung Airport, Aurobindo Marg, New Delhi-110 003.
30. All India Karate Do Federation, 9, Sunshine, 156, M. Karve Road, Bombay-400 020.
31. Rowing Federation of India, Secretariat, 9, Archbishop Mathias Avenue, Madras-600 028.

32. Taekwondo Federation of India, 33/26, B.N. Chai Lane, Lalbagh, Lucknow-226 001.
33. Indian Weightlifting Federation, 2/2, Bajeshibpur Road, 2<sup>nd</sup> Bye Lane, Howrah-711 102.
34. Yachting Association of India, Room No. 33, Directorate of Naval Training, 'C' Wing, Sena Bhavan, New Delhi-110 001.
35. Indian Hockey Federation, Room No.186, National Stadium, New Delhi-110 001.
36. All India Carrom Federation, 1997, Sona Bazar, Bhagirath Place, Chandni Chowk, Delhi-110 006.
37. All India Lawn Tennis Association, B-3/7, Asaf Ali road, New Delhi-110 002.
38. Amateur Athletic Federation of India, Room No.1148-A, Gate No. 28, Jawaharlal Nehru Stadium, New Delhi.
39. Atya Patya Federation of India, Nagpur Sharirik Shikshan Mahavidyalaya, Dr. Moonga Marg, Dhantoli, Nagpur-12.
40. billiards & Snooker Federation of India, C/o. The Bengal Bonded Warehouse Association, 25, Netaji Subhas Road, Calcutta-700 001.
41. Cycle Polo Federation of India, Dundlod House, Hava Sarak, Civil Lines, Jaipur-302 006.
42. Indian Amateur Boxing Federation, 158-A, Gate No. 28, Jawaharlal Nehru Stadium, New Delhi-110 003.
43. Indian Powerlifting Federation, 98, New Ranikudar, Jamshedpur-831 005.
44. Amateur Handball Federation of India, 27, Parade Ground, Jammu Tawi-180 001.
45. Badminton Association of India, C/o.Jackson Hotel, Civil Line, Jabalpur(MP)- 420 001.
46. Board of Control for Cricket in India, Cricket Association of Bengal, Dr. B.C. Roy Club House, Eden Gardens, Calcutta-700 021.
47. Equestrian Federation of India, 764-B, Gate 29, Jawaharlal Nehru Stadium, New Delhi-110 003.
48. Indian Body Building Federation, 1/49, Santokh Mansion, Br. Nath Pai Road, Mazgaon, Mumbai- 400 010.
49. Indian Style Wrestling Federation of India, NIS Wrestling Coach, House No. 1335, Sector-17, Defence Colony, Gurgaon(Haryana).
50. Indian Kayaking & Canoeing Association, 606, Akash Deep, 6<sup>th</sup> floor, Barakhamba Road, Connaught Place, New Delhi-110 001.
51. Roller Skating Federation of India, 14/2, Clive Road, Calcutta-700 001.
52. Shooting Ball Federation of India, S-28, Green Park Extension, New Delhi.
53. Amateur Baseball Federation of India, 112/14, Onkar Nagar-8, Tri Nagar, Delhi-110 035.