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(Through email only)

N. A-12023(1)/15/2016-Admn.II(LA)Part-Part(1) E-42394

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

Shastri Bhawan, New Delhi-110001

Dated the 18<sup>th</sup> January, 2023.

To,

The Registrar General of High Courts  
(As per list attached)

**Subject:-Filling up of the post of President, Income Tax Appellate Tribunal (ITAT) – Regarding.**

Sir Madam,

Reference is invited to the vacancy circular dated 1<sup>st</sup> December, 2022 (copy enclosed) inviting online applications for the post of the **President** in the **Income Tax Appellate Tribunal (ITAT)**. The last date for receipt of online applications was 15.01.2023.

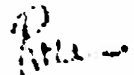
2. In this connection, it is stated that the last date for submission of the applications, through the dedicated online portal, set up for this purpose, has been extended till 10<sup>th</sup> February, 2023.

3. It is requested that the vacancy circular may be widely circulated amongst the Hon'ble Judges (serving and retired) of the High Court, for its wide publicity.

4. For the detailed eligibility conditions, application form, terms and conditions of the recruitment etc, the weblink <https://legalaffairs.gov.in/itac-president/application> may be visited.

*Encl As above.*

Yours faithfully,



(Dr. Rajiv Mani)  
Additional Secretary  
Tel: 011-23384836

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Dated, the 1<sup>st</sup> December, 2022

### Vacancy Circular

Subject:- Selection for the posts of President, Income Tax Appellate Tribunal (ITAT) - reg.

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 ITAT is situated at Mumbai and its Benches are situated at various cities in the country.

2. Vacancy: - **Applications are being invited for the post (1) of President, Income Tax Appellate Tribunal (ITAT).**

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 Tribunals Reforms Act, 2021 and the Tribunal (Conditions of Service) Rules, 2021.

4. Procedure for Selection: - The Search-Cum-Selection Committee, constituted under the Tribunals Reforms Act, 2021 for recommending names for appointment to the said post, shall scrutinize the applications with respect to suitability of applicants for the post 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:- **Online** applications of eligible and willing applicants are requested through proper channel (wherever applicable), and are also accompanied with (i) biodata 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 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, latest by **15.01.2023**.

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

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

8. Advertisement and Prescribed Application form can be accessed from Ministry's website **<https://legalaffairs.gov.in/itat-president/application>**.

9. Applications complete in all respect are required to be sent **through online mode only**. Incomplete applications and applications, received after due date/without necessary Annexure, if required, as mentioned above, will not be entertained.



(Saji Gopinath P)

Under Secretary to the Government of India