

**RECRUITMENT OF MERITORIOUS SPORTS PERSONS IN  
INCOME-TAX DEPARTMENT, AP REGION  
Terms and Conditions & Instruction to the candidates**

1. Candidates should read the under mentioned terms and conditions and instructions carefully before filling up the form.
2. The application should be strictly as per the proforma prescribed.
3. The application should be filled up in Block Letters in English using ink pen or ballpoint pen preferably Black ink.
4. The applicant should clearly indicate the post to which he/she is applying for by marking (✓) in the appropriate box mentioned in the application form. In case he/she is applying for more than one post, he/she should place (✓) in the respective boxes. Failure to indicate the post(s) will make his/her application liable for rejection without any further correspondence. Only one application should be submitted by a candidate. **If any candidate submits more than one application, all the applications will be summarily rejected.**
5. The applicant should submit his/her 4 recent passport size colour photographs. 1 photograph should be affixed in the space provided in the application and the remaining 3 photographs should be attached to the application after writing the name of the candidate on the back side of the photograph.
6. The applicant also should enclose one self addressed post card.
7. The applicant should properly fill up Annexure-A and attached the same to the application.
8. The applicant should submit along with the application, the under mentioned Forms duly filled up and signed by the respective sports authorities as mentioned in the Forms.
  - (i) Form -1 (Annexure B/1) for representing India in an International competition
  - (ii) Form -2 (Annexure B/2) for representing a State in a national competition
  - (iii) Form -3 (Annexure B/3) for representing University in the Inter-University Competition
  - (iv) Form -4 (Annexure B/4) for representing State School team in National Games for Schools.
  - (v) Form -5 (Annexure B/5) for awardees in physical efficiency performances conducted by Ministry of Education and Social Welfare

9. The application should be accompanied by **fee of Rs 100/- payable by way of Demand Draft or Bankers Cheque, in favour of “ZAO, CBDT, Hyderabad”**. However, candidates belonging to SC/ST category and women candidates are exempt from payment of fee.

10. Age and education qualifications for different posts are as under:

Post	Age (Minimum – Maximum)	Education qualifications
Inspectors (ITI)	18 - 27	Graduation from a recognized University
Stenographers	18 - 27	Intermediate or 12 <sup>th</sup> Standard
Tax Assistants (TA)	18 - 25	Graduation from a recognized University
Multi Tasking Staff (MTS)	18- 25	Matriculation or equivalent

The age limits will be reckoned as on 01-08-2012. The candidate should note that the date of birth as recorded in the Matriculation/SSC or equivalent certificate will only be accepted as proof of age. The upper age limit is relaxed as under for different categories as per Government of India’s Instructions.

- (a) Unreserved candidates : 5 years
- (b) OBC candidates : 8 years
- (c) SC/ST candidates : 10 years
- (d) Central Government employees who have atleast put in 3 years continuous service : 3 years in addition to relaxation as above.

11. The candidates should also possess the required educational qualifications as on 01-08-2012.

12. The number of vacancies proposed to be filled is as under :

Post	No. of vacancies
Income-tax Inspectors (ITI)	5
Stenographers	1
Tax Assistants (TA)	26
Multi Tasking Staff (MTS)	9

13. It is proposed to recruit meritorious sports person who have participated in the recognized tournaments/meets in the under mentioned sports/games in the calendar years 2009, 2010, 2011 and 2012. The details of sports/games and the vacancies earmarked is as under:-

SL NO	GAME	MEN	WOMEN	TOTAL
1	ATHLETICS	6	6	<b>12</b>
2	BADMINTON	2	2	<b>4</b>
3	CHESS	1	1	<b>2</b>
4	CRICKET	4	--	<b>4</b>
5	HOCKEY	8	--	<b>8</b>
6	TABLE TENNIS	2	2	<b>4</b>
7	VOLLEYBALL	6	--	<b>6</b>
			TOTAL	<b>40*</b>

\*One post of Stenographer has not been earmarked for any particular discipline. He or she will be recruited from any of the disciplines as per availability.

**Note:**

(a) No posts of ITI/TA/MTS have been reserved for any particular game/sport. Candidates will be recruited for a particular post based on their ranks obtained in the recruitment process. Depending upon the availability of meritorious sports persons, the vacancies earmarked for a discipline as above will be varied as per decision of Recruitment Committee. It is clarified that if sportspersons of comparatively sufficient merit are not available, the vacancies ear marked for that sport/game will be filled with meritorious sports persons from any other sport/game mentioned in the list above.

(b) The candidate, male or female, applying for the post of Stenographer may apply for any discipline mentioned above.

(c) Out of posts earmarked for Athletics, both men and women, 4 posts each in men and women are reserved for candidates whose events are 100 Mts run or 200 Mts run or 400 Mts run or 100/110 mts hurdles. One post each in men and women category is reserved for long jump or triple jump or high jump. The remaining one post each in men and women category is reserved for 1500 mts run or 5000 mts run or 10000 mts run. However, if athletes of sufficient merit are not available in these earmarked events, then the vacancies will be filled by athletes from any other event.

(d) Out of the posts earmarked for Hockey, one post is reserved for a candidate who is goal keeper. For this, necessary certificate from the Secretary or other responsible official of the Sports body has to be submitted by the candidates. However, if a player of sufficient standard in this position is not available, then other players will be considered for filling up this earmarked vacancy.

(e) Out of the posts earmarked for Volley Ball, one post is reserved for a candidate who is a booster. For this, necessary certificate from the Secretary or other responsible official of the Sports body has to be submitted by the candidate. However, if a player of sufficient standards in

this position is not available, then other players will be considered for filling up this earmarked vacancy.

14. (a) The recruitment process will be in two phases. In the first phase, all the applicants will be ranked, as per their option of the post applied for, based on their current form and achievements in sports and games
- (b) It is clarified that field trials, etc will be conducted, as mentioned in Para -17, to check the fitness levels of the candidates and these tests will be for testing the current fitness. It is further clarified that no marks will be awarded for the field trails and the performance in the field trials will not be counted for ranking purpose. However, the candidates who are not found fit in the field trials will not be considered for appointment.
- (c) The current form will be evaluated based on the year of participation in recognized tournaments/events in the calendar years 2009, 2010, 2011 and 2012 for which details should be furnished as per Annexure-A.
- (d) The proficiency will be evaluated on the basis of their participation in recognized tournaments/events and their achievements in the said tournaments/events. The tournaments/events will be evaluated in the following descending order of importance.
- (i) International Tournaments/Events of universal importance like Olympics, World games, etc.
- (ii) International Tournaments/Events of Regional Importance like Asian Games, Commonwealth games, Afro-Asian Games, etc.
- (iii) Other International Tournaments/Events of local importance
- (iv) Domestic Tournaments/Events of National Level of Seniors like National Games, National Federation Games, Ranji Trophy, etc
- (vi) Domestic Tournaments/Events of National Level of Juniors
- (vi) Inter-University Tournaments
- (vii) National School Games
- (viii) National Physical efficiency drive certificate holders
- (e) While evaluating the achievements in the Tournaments/Events as mentioned above, Gold Medal winners/1<sup>st</sup> place winners will have more weightage than Silver Medal Winners/2<sup>nd</sup> place winners. Similarly Silver Medal Winners/2<sup>nd</sup> place winners will have more weightage than Bronze Medal Winners/3<sup>rd</sup> place winners. Participants in International Tournaments/Events will also be

given weightage even if they have not secured any place. However, no weightage will be given to only participation in Domestic Tournaments/Events.

(f) While evaluating the performances of the sports persons in team events, if it is noticed that the concerned sports person has not actually played even a single game despite he being a member of the team, no weightage will be given to him.

(g) The best three performances only in each of the calendar years 2009, 2010, 2011 and 2012 will be considered for evaluation. Hence all the applicants are advised to furnish only their three best performances in each of the above mentioned four years. These should be properly filled in Annexure – A of the application.

15 In the second phase of the recruitment process, based on their rankings in the first phase, a specified number of candidates in respect of all posts will be called for written test. The written examination for the post of Inspectors/TAs/MTS will be in English and will consist of objective type multiple choice questions in General Intelligence and Reasoning, Numerical/ Quantitative Aptitude, General English and General Awareness. The written examination for the post of Stenographers will consist of General Intelligence and Reasoning, General English and General Awareness. The written examination will be in English for all posts and will normally be of 2 hours duration. The candidates who have applied for the post of Inspectors will also be required to appear for a personality test (Interview) which will be part of second phase of the recruitment process. Based on the aggregate marks obtained in the first phase and the second phase, the candidates will be ranked for selection. The candidates applying for Tax Assistants posts will be required to take a data entry test for 15 minutes. Similarly the candidates applying for Stenographer post will be required to take short-hand test of for 10 minutes and transcribe the same in 45 minutes. Both these tests will be of qualifying nature and marks obtained in these tests will not be counted for the purpose of ranking.

16. The written examination, personality test for Inspectors and field trials as mentioned in Para-17 will be held only at Hyderabad. The selected candidates will be required to appear for the same at their own expense.

17. The short listed candidates, as per their rankings in the recruitment process, will be required to appear for the field trials which will be purely to test their fitness. No marks will be awarded for this. In case any candidate is unable to take the fitness test for any reason whatsoever or having taken the test is not found fit, he would not be considered for appointment despite his rank in the Select List.

18. The applicant should enclose attested copies of the following certificates.
- (i) Matriculation /SSC or equivalent certificate for proof of age
  - (ii) Education qualifications
  - (iii) Sports/games certificates as mentioned in Annexure-A
  - (iv) Caste certificate in proof of caste
19. Sports achievements certified by authorities other than those recognized by the Ministry of Sports and Youth Welfare shall not be considered.
20. Sports persons who are already employed in Central Government or State Government or PSU should submit an NOC from the present employer which should be enclosed to the application.
21. The applications duly filled in, signed and completed in all respects should be addressed to the Deputy Commissioner of Income-tax (H.Qrs)(Admn), O/o Chief Commissioner of Income-tax, Room No. 1047, D- Block, Income-tax Towers, AC Guards, Hyderabad – 500004. The applications can be sent by post or in person. **The applications should reach the above address, by 23-01-2013 before 5.45 PM. Applications received after the due date will not be entertained under any circumstances. The Department will not be responsible for any postal delays.** Therefore, candidates are advised in their own interest to post the applications sufficiently in advance of the last date. Incomplete, unsigned and applications without annexures and enclosures will be rejected and no correspondence in the matter will be made with the applicant. For the convenience of the candidates a check list is also furnished which may be enclosed to the application.
22. The selected candidates will be on probation for 2 years or such period as per the extant instructions of the Government of India. His/her participation in the tournament/meets on behalf of the Department will also be a deciding factor in the declaration of his/her probation. The selected candidate will be required to represent the Income-tax Department, AP Region, in the tournaments/ meets as decided at least for 5 years. The selected candidates will also be required to sign a undertaking that he/she would not seek inter-charge transfer for a period of 10 years.
23. Any form of canvassing by any candidate will render his/her candidature liable to be rejected summarily at any stage of the recruitment process.