



भारत सरकार

GOVERNMENT OF INDIA

राजस्व विभाग

Department of Revenue

कार्यालय प्रधान मुख्य आयकर आयुक्त

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,

आन्ध्र प्रदेश एवं तेलंगाना

Andhra Pradesh and Telangana

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F.No. Pr.CCIT/Hyd/Admin/Recruitment/Sports/2024-25

दिनांक / Dated: 15.03.2025

## **RECRUITMENT OF MERITORIOUS SPORTS PERSONS**

The Principal Chief Commissioner of Income Tax, Andhra Pradesh and Telangana, Hyderabad, invites applications for the recruitment of meritorious Sportspersons in different sports as listed in paragraph 5 for the following posts:

### **VACANCY POSITION:**

Sl. No.	Name of the Post	No. of vacancies	Pay Level in 7th CPC Pay Matrix
1	Stenographer Grade-II (Steno)	2	Level 4 (Rs.25,500-81,100)
2	Tax Assistant (TA)	28	Level 4 (Rs.25,500-81,100)
3	Multi-Tasking Staff (MTS)	26	Level 1 (Rs.18,000-56,900)
	Total number of posts	56	

Before making an application, the applicants are required to go through the detailed guidelines, eligibility criteria, vacancy position, other conditions and instructions for the direct recruitment given below to ascertain their eligibility for the post:

Note: Candidate can apply for the post(s) of Stenographer Grade II or Tax Assistant or Multi-Tasking Staff or for all the above posts in a single application, indicating their order of preference.

## ELIGIBILITY CONDITIONS

### 2. AGE LIMIT as on 01.01.2025:

Sl.NO	Name of the Post	Age as on 01.01.2025
01	For Stenographer Grade-II (Steno) / Tax Assistant	18 to 27 years of age
02	For Multi-Tasking Staff	18 to 25 years of age
03	Relaxation of Age*	5 years for General/OBC candidates; 10 Years in case of SC/ST candidates (As per Govt. of India instructions for meritorious Sportspersons)

\*Note: This relaxation will be admissible only to those sportspersons who satisfy all other eligibility conditions related to education and sports qualifications, and furnish a certificate in the prescribed form, from an authority prescribed in this advertisement.

### 3. ESSENTIAL EDUCATIONAL QUALIFICATION:

Sl. No.	Name of the Post	Essential Educational & Other Qualifications
01	Stenographer Grade II (Steno)	12th class pass or equivalent from a recognized Board or University
02	Tax Assistant (TA)	A Degree of a recognized University or equivalent qualification
03	Multi-Tasking Staff (MTS)	Matriculation or Equivalent pass

4. **Nationality/Citizenship:** The candidate must be a citizen of India.

### 5. SPORTS/DISCIPLINES FOR WHICH APPLICATIONS ARE INVITED AND THE VACANCIES TO BE FILLED:

Sl.No	Sports/Discipline	Vacancies	
		Men	Women
1	Athletics	3	3
2	Badminton	2	2
3	Billiards & Snookers	1	0
4	Basketball	4	0
5	Body Building	1	0
6	Bridge	1	1
7	Carroms	1	1
8	Chess	1	1
9	Cricket	4	0
10	Football	4	0
11	Hockey	4	0
12	Kabaddi	4	0
13	Squash	1	1
14	Swimming	2	2
15	Tennis	2	2
16	Table Tennis	2	2
17	Volleyball	4	0
<b>Grand Total</b>		<b>41</b>	<b>15</b>

6. **SPORTS ELIGIBILITY:** The meritorious sportspersons will be considered for appointment based on the following criteria:

- i) Sportsmen who have represented a State or the country in the National or International competition; or Medal winners in Junior National Championships; or Medal winners in Khelo India Youth Games



(age category above 18 years); or Khelo India Winter Games; or Khelo India Para Games; or Medal winners in Khelo India University Games; or Medal winners in School Games Federation of India (SGFI) in any of the games/sports mentioned in Para 5.

For Chess: Grand Master (GM) Title, International Master (IM) Title, Chess Olympiad. IM/GM title should be in Open Category like Woman Grandmaster (WGM) etc. While National Open Chess Championship is treated as National Championships, the medal winning performance in National Team Chess Championship will also be considered.

ii) Sportsmen who have represented their University in the Inter-University Tournaments conducted by the Inter-University Sports Boards in any of the sports/games specified in Para 5.

iii) Sportsmen who have represented the State School Teams in the National Sports/games for schools conducted by the All-India School Games Federation in any of the games/sports mentioned in Para 5.

iv) No such appointments can be made unless the candidate is, in all respects, eligible for appointment to the post applied for, and in particular, with regard to age, educational or experience qualifications prescribed under the Recruitment Rules applicable to the post, except to the extent to which relaxations thereof have been permitted in respect of class/category of persons to which the applicant belongs.

**Note:** The order of preference given in Para VI of Consolidated OM No. DOPT-1720781414772 dated 04.03.2024 will be followed in the selection process. Further, the candidates will be evaluated based on the year of participation in recognized tournaments/events held between the calendar years 2020 and 15.03.2025. Relevant details should be provided as per Annexure-A.

#### **7. LIST OF AUTHORITIES COMPETENT TO AWARD CERTIFICATES ON ELIGIBILITY FOR RECRUITMENT OF SPORTSPERSON:**

Only certificates awarded by the authorities mentioned hereunder will be taken into account as evidence in support of having participated in any of the above Sports/Games while considering the eligibility of the applicant. A candidate who cannot produce self-attested copies of at least one certificate issued by one of the authorities mentioned below, along with his application, will not be considered.

Sl. No.	Competition	Authority awarding certificate	Form in which certificate is to be awarded
1	International	Secretary of the National Federation of the game concerned.	Form-1
2	National	Secretary of the National Federation or the Secretary of the State Association of the game concerned.	Form-2
3	Inter-University tournament	Dean of Sports or other Officer in overall charge of Sports of the University concerned.	Form-3
4	National/Sports/games for School	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.	Form-4
5	Khelo India University Games/ Khelo India Youth Games / Khelo India Winter Games/ Khelo India Para Games	Officer designated/Officer in charge from Sports Authority of India (SAI) for Khelo India University / Khelo India Youth Games / Khelo India Winter Games / Khelo India Para Games.	Form-5

**Note:** Sports achievements are to be certified by the recognized authorities in specified Forms (Form 1 to Form 5) as given in Annexure A of this Notification.



## 8. HOW TO APPLY:

Applications must be submitted only by **online mode** which can be accessed from the following URL: [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in). Last date to submit the application online is on or before **05.04.2025**. (5<sup>th</sup> April,2025)

**Note:** Each candidate shall submit only one application form. Submitting more than one form may render one's candidature invalid.

## 9. The applicant shall upload attested copies of the following certificates:

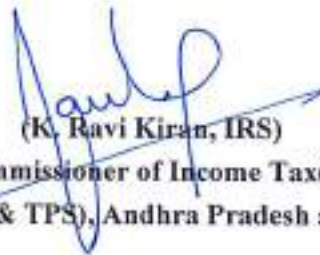
- (i) Matriculation/SSC or equivalent certificate for proof of age.
- (ii) Certificates of Educational qualifications. (As per the requirements of the post)
- (iii) Sports/games certificates as mentioned in Paragraph 7 above.
- (iv) SC/ST/OBC community certificate.
- (v) Valid Proof of ID (Aadhar Card, Driving License, Passport, PAN Card or Voter ID)

The candidate must be in possession of the requisite qualification for the post concerned as on the date of his/her application.

10. Candidates who are already employed in Central Government or State Government or PSU should submit the NOC from the present employer which should be uploaded along with the online Application Form.
11. The selected candidates will be posted in Andhra Pradesh and Telangana Region only. The selected candidates will be on probation for 2 years or such period as per the extant instructions of the Government of India.
12. Services of the selected candidates as far as participation in sporting activities and leave management etc. shall strictly be subject to fulfilment of the conditions as enumerated in the DOPT's O.M. No. 6/1/85-Estt.(Pay-I) dated 16th July, 1985.
13. Application duly filled and completed in all respect, shall be submitted online on or before **05.04.2025**. The application link in the website will be functional till 23:59 Midnight of the stipulated date.
14. Applications submitted manually and also applications submitted online with soft copies of invalid documents or illegible scanned documents, will be rejected and no correspondence in the matter will be made with the applicant. Shortlisted candidates will be called for Document Verification. The date and venue for Document Verification will be intimated to the shortlisted candidates in due course. Any Corrigendum with respect to this Notification will be published only on the official website: [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in)
15. Any form of canvassing by any candidate will render his/her candidature liable to be rejected summarily at any stage of recruitment process.
16. The Pr. Chief Commissioner of Income Tax, Andhra Pradesh and Telangana region, has the right to cancel the recruitment process at any stage without assigning any reason and the Pr. CCIT's decision on all matters related to sports recruitment will be final. If no eligible candidates are available for a given vacancy, the Pr. CCIT may reallocate the vacancies.

**17. ADDITIONAL INSTRUCTIONS:-**

- a. Failure to comply with the instructions/conditions prescribed in the notification will result in the rejection of the application and no intimation will be served. No communication in this regard will be entertained.
- b. In respect of appointment for the post of Stenographer Grade-II, the selected candidates will be required to qualify the Skill test. For this purpose, the Dictation test will be for 10 minutes @ 80 w.p.m and Transcription will be 50 w.p.m. (English) and 65 w.p.m. (Hindi) only on Computers, in accordance with the provisions of the relevant Recruitment Rules.
- c. In respect of appointment as Tax Assistant, the selected candidates will be required to qualify the Data Entry Skill Test @ 8000 key depressions per hour, in accordance with the provisions of the relevant Recruitment Rules.
- d. The applicants are advised to visit [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in) from time-to-time for more details and information.
- e. In case of any discrepancy regarding the wordings in the advertisement, the English version of the advertisement will prevail over the version in other languages.
- f. The selected candidates should produce relevant original certificates at the time when they are called for document verification.
- g. Medical fitness of the candidates will be ascertained by the O/o Pr. CCIT, AP&TG Region, before their formal appointment.
- h. The candidate should be clear in all the Doping tests done by the World Anti-Doping Agency (WADA)/National Anti-Doping Agency (NADA) or any other relevant authorities. Additionally, the candidate should not have been disqualified from any tournament or banned by the respective sports federation due to disciplinary action. Furthermore, any ongoing investigation related to doping or the use of unfair means in any sporting event must be disclosed, and the candidate is required to furnish these details. The candidate should also declare all other relevant matters such as pending criminal cases, matters of disciplinary actions, matters of disqualification or ban etc. The Candidate should upload the signed copy of the self- declaration in the format given in Annexure B to this Notification.
- i. The appointment of the candidates will be subject to clearance received in this regard from the Police authorities of their current place of residence after verification.
- j. No Travelling allowance will be paid to the selected candidates for their journey to Hyderabad for joining the Department after selection.
- k. Any dispute in regard to this recruitment will be subjected to courts/tribunals having jurisdiction over the Hyderabad.
- l. If at any stage during or after the recruitment process, the candidate is found to have furnished any wrong information, statement or declaration or falsified/misrepresented any facts, his/her candidature/appointment will be liable for cancellation.



(K. Ravi Kiran, IRS)  
Pr. Commissioner of Income Tax(in-situ)  
(Admin.& TPS), Andhra Pradesh and Telangana



**ANNEXURE-A**

**Specimen forms referred to in Para A.V**

**FORM 1**

(for representing India in an international Competition in one of the recognized Games/Sports.)

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF \_\_\_\_\_  
**Certificate to a meritorious sportsman for employment to a Group C & D service under the Central Government**

Certified that Shri/Smt./Kumar \_\_\_\_\_ Son/Wife/Daughter  
of Shri \_\_\_\_\_ resident of

\_\_\_\_\_  
\_\_\_\_\_ (Complete Address) represented the country in  
the game/event of \_\_\_\_\_ in  
\_\_\_\_\_ Competition/Tournament held at  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/Tournament was  
\_\_\_\_\_.

The Certificate is being given on the basis of record available in the office of State Association of  
\_\_\_\_\_.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Name of the Federation/National Association: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Seal:

Note: This Certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

**FORM 2**

(for representing a State in India in a National Competition in one of the recognized Games/Sports.)

STATE ASSOCIATION OF \_\_\_\_\_ IN THE  
GAME \_\_\_\_\_ OF \_\_\_\_\_

**Certificate to a meritorious sportsman for employment to a Group C & D service under the Central Government**

Certified that Shri/Smt./Kumar \_\_\_\_\_ Son/Wife/Daughter  
of Shri \_\_\_\_\_ resident of

\_\_\_\_\_ (Complete Address) represented state of  
\_\_\_\_\_ in the game/event of  
\_\_\_\_\_ in the National  
Competition/Tournament held at \_\_\_\_\_  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the office of the State Association of \_\_\_\_\_.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Name of the State Association: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seal:

Note: This Certificate will be valid only when signed personally by the Secretary of the State Association.



**FORM 3**

(For representing a University in the Inter-University Competition in one of the recognized Games/Sports.)

**UNIVERSITY OF \_\_\_\_\_**  
**Certificate to a meritorious sportsman for employment to a Group C & D service under the Central Government**

Certified that Shri/Smt./Kumar \_\_\_\_\_  
Son/Wife/Daughter of Shri \_\_\_\_\_ Resident  
of \_\_\_\_\_ student  
of \_\_\_\_\_ Represented the  
University of \_\_\_\_\_ in Inter the game/event of  
\_\_\_\_\_ in Inter-University  
Competition/Tournament held at \_\_\_\_\_  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the office of Dean of Sports or Officer  
in overall charge of sports in the University of \_\_\_\_\_.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Name of the University: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seal:

Note: This Certificate will be valid only when signed personally by Dean/Director or other officer in overall charge of sports in the University of \_\_\_\_\_.



\_\_\_\_\_



FORM 4

DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF \_\_\_\_\_

Certificate to a meritorious sportsman for employment to a Group C & D services under the Central Government

Certified that Shri/Smt./Kumar \_\_\_\_\_  
Son/Wife/Daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ student  
of \_\_\_\_\_

\_\_\_\_\_ (complete Address)  
Represented the \_\_\_\_\_ State  
School Team in the game/event of \_\_\_\_\_ in the National  
Games for schools held \_\_\_\_\_  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_

The Certificate is being given on the basis of record available in the office of Directorate of Public Instructions/education of \_\_\_\_\_.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Seal: \_\_\_\_\_

Note: This Certificate will be valid only when signed personally by the Director or Additional/Joint or Deputy Director in overall charge of sports/games/for Schools in the Directorate of Public Instruction/Education of the State. \_\_\_\_\_



**FORM 5**

(For representing in Khelo India University Games/ Khelo India Youth Games/ Khelo India Winter Games / Khelo India Para Games)

**Certificate to a meritorious sportsman for employment to a Group C Service under the Central Government**

Certified that Shri/Smt./Kumari \_\_\_\_\_  
Son/Wife/Daughter of Shri \_\_\_\_\_ resident  
of \_\_\_\_\_ student of  
\_\_\_\_\_ Represented the  
University/Institute/School \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ in the  
game/event of \_\_\_\_\_ Games/Khelo  
India Youth Games/ Khelo India Winter Games/Khelo India Para Games held at  
\_\_\_\_\_ from \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in this office.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seal:

Note: This Certificate will be valid only when signed personally by the officer designated/officer in charge from Sports Authority of India for Khelo India University Games/ Khelo India Youth Games/ Khelo India Winter Games/Khelo India Para Games. \_\_\_\_\_





ANNEXURE-B

SELF DECLARATION

- (i) I declare that I have not been debarred from any examination nor have been convicted by any court of law. As on date, no criminal case is pending against me. Further, I declare that I have not been dismissed or removed from Government service or my service has not been terminated during probation.
- (ii) I also declare that I am clear in all the Doping tests done by the World Anti-Doping Agency (WADA)/National Anti-Doping Agency (NADA) or any other relevant authorities. I have not been disqualified from any tournament or not banned by any sports federation due to disciplinary action. Furthermore, no ongoing investigation related to doping or the use of unfair means in any sporting event is pending in my case.
- (iii) In case of any pending proceedings against the above points (i) or (ii), ( strike off the above points (i) or(ii) or both, as applicable), the list of all such pending proceedings is furnished herewith containing the details such as type of pending proceeding, date of initiation, present status etc.
- iv) I also declare that all the statements made in this application and the annexures thereto are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information found to be false or incorrect or incomplete, my candidature is liable to be cancelled at any time during the selection process and my appointment is liable to be terminated after selection.

Date:

(SIGNATURE OF THE APPLICANT)

