

F. No. M-17056(12)/24/2023
Government of India
Directorate of Income Tax (Legal & Research)
Central Board of Direct Taxes
Department of Revenue

Drum Shaped Building, New Delhi-110002

Dated 26/10/2023

**ENGAGEMENT OF YOUNG PROFESSIONALS IN THE DIRECTORATE OF INCOME TAX
(LEGAL & RESEARCH), ON CONTRACT BASIS**

Applications are invited from willing and eligible persons for engagement as **Young Professionals** on contract basis in the **Directorate of Income Tax (Legal & Research), Central Board of Direct Taxes, New Delhi** for a period of one year extendable by one more year subject to conditions mentioned in the detailed notice at Annexure-I. Brief details about the position are tabulated as under:

1	Number of Young Professionals	Eight (8)
2	Age limit	Not exceeding 30 on the date of advertisement
3	Period of contract	One year extendable to one more year subject to conditions in the Annexure-I
4	Location	Drum Shaped Building, I.P. Estate, New Delhi - 110002
5	Stipend	Rs. 40,000 per month
6	Educational Qualification	Law graduate , complete details in the Annexure-I under "Eligibility" clause
7	Job description	Maintenance and updating of legal database, complete details in the Annexure-I under "Scope of Engagement" clause
8	Selection process	Details in Annexure-I under "Screening & Selection Process" clause

2. The details including number of posts, eligibility criteria, terms of engagement etc. are enclosed as **Annexure-I**. The Directorate of Income Tax (Legal & Research) reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.

3. The duly filled in applications, in the prescribed format may be sent to Income Tax Officer (Admn.) (Legal & Research), Directorate of Income Tax (Legal & Research), Room no. 413, 4th Floor, Drum Shaped Building, I. P. Estate, New Delhi-110002 by **17th November 2023 up to 6 PM**. The applications can also be sent through e-mail at delhi.ito.lr.admin@incometax.gov.in followed by a hard copy within the stipulated time. Applications received after due date or without supporting documents will not be considered.



4. Application Form is at **Annexure-II**.

Encl: Annexure-I & II

Handwritten signature and date: 26/10/2023

(K. K. Gupta)
Income Tax Officer (Admn.) (L & R)
Directorate of Income Tax (Legal & Research)
New Delhi

Copy to:

1. ADG(Systems)-4, Delhi with request to publish on Income Tax Department's website (www.incometaxindia.gov.in).
2. The CIT(Admin & TPS), Delhi for information with request to upload on the Departmental website <https://incometaxdelhi.org/> and for wider circulation.
3. The building-in-charge of CR Building, Civic Centre, Vikas Bhawan, Drum Shaped Building, Mayur Bhavan, Laxmi Nagar, NBCC Plaza, Saket, R.K. Puram, Jhandewalan, Yashwant Place, Vasant Kunj, Hans Bhawan, Dayal Singh Library.
4. The CIT(DR)(Admin), ITAT, Delhi with request to display the vacancy circular on the notice board of Lok Nayak Bhawan.
5. The Registrar, Hon'ble Delhi High Court, with the request to have it notified on the notice board.
6. The Registrar, NCLT, Delhi Bench, with the request to have it notified on the notice board.
7. The Secretary, The Board of Authority for Advance Rulings-I, New Delhi, with the request to have it notified on the notice board.
8. Bar Council of India, 21, Rouse Avenue Institutional Area, Near Bal Bhawan, New Delhi - 110 002.
9. Bar Council of Delhi, 2/6, Siri Fort Institutional Area, Khel Gaon Marg, New Delhi-49.
10. Faculty of Law, Jamia Millia Islamia, Jamia Nagar, Delhi with request to have it notified on notice board.
11. Faculty of Law, University of Delhi, Chhatra Marg, Delhi - 110007 with request to have it notified on the notice board.
12. Guru Gobind Singh Indraprastha University, University of Delhi, Opposite TV Tower, Pitampura with request to have it notified on the notice board.
13. NLU Delhi (NLUD) - National Law University, Sector 14, Dwarka, Delhi with request to have it notified on the notice board.
14. JDIT(DBC), CBDT with request to upload on the www.irsufficiersonline.gov.in.

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DIRECTORATE OF INCOME TAX (LEGAL & RESEARCH)

NOTICE FOR ENGAGEMENT OF YOUNG PROFESSIONAL ON CONTRACT BASIS

The Directorate of Income Tax (Legal and Research), Central Board of Direct Taxes is entrusted with matters related to litigation before Hon'ble Supreme Court of India. The Directorate hereby invites applications from eligible personnel under this Young Professional Scheme to work in the Directorate on contract basis.

- 1. NUMBER OF YOUNG PROFESSIONALS:** A maximum **Eight (08)** will be selected at a time for consultancy.
- 2. ELIGIBILITY**
 - a) Indian Nationals holding Graduate degree in Law (Preference will be given to graduates of reputed colleges/universities),
 - b) The applicant should have good working knowledge of English language including drafting skills in English,
 - c) The applicant should have fair knowledge of computer application such as MS Word, MS Excel and PowerPoint etc.,
 - d) Age Limit: Not exceeding 30 years as on date of advertisement.
- 3. SCOPE OF ENGAGEMENT**
 - a) The Scope of Work of these young professionals will include, but shall not be limited to, providing assistance to the Directorate:
 - i) Maintenance and updating of legal database,
 - ii) Research and analysis on legal matters,
 - iii) Any other matter assigned by the Directorate
- 4. STIPEND**
 - a) A lump sum stipend of Rs. 40,000/- per month shall be paid. No amount over and above Rs. 40,000 per month shall be payable.
- 5. PERIOD OF ENGAGEMENT**
 - a) One (1) year on full time basis which can be extended by a further period of one (1) year subject to the satisfactory performance of the Young Professional.
- 6. SCREENING & SELECTION PROCESS**
 - a) The application forms submitted by the candidates will be screened by the Screening Committee within the Directorate. The names of the shortlisted candidates for the

interview shall be posted on the Department's website www.incometaxindia.gov.in. The shortlisted candidates will also be informed on their respective email id for the interview. The candidates will appear for interview before Selection Committee. No TA or DA shall be paid for attending the interview. At the time of interview, the candidates shall have to produce their certificates, in original, for verification.

7. GENERAL TERMS AND CONDITIONS

- a) The Consultant would follow the regular working office hours to attend office from Monday to Friday. If required, he/she can be called for duty on any day such as Saturday, Sunday, holiday including Gazetted Holiday or beyond working hours as per the requirement.
- b) Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of the engagement. Accumulation of leave beyond a Calendar year may not be allowed. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.
- c) The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Directorate shall remain with the same.
- d) The Consultant shall not 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 Directorate. The Consultant would be required to sign a non-disclosure undertaking.
- e) The Consultant shall in no case represent or give opinion or assist any other department/party in any matter during the currency of the Consultancy nor will she/he indulge in any activity outside the terms of the contractual assignment.
- f) The Consultancy location shall be on the 4th Floor, Drum Shaped Building, I.P. Estate, New Delhi-110002.

8. TERMINATION OF ENGAGEMENT

- a) The engagement shall automatically stand terminated at the end of the period unless extended by the Directorate, on mutual consent of both the parties. The Directorate may terminate the Consultancy under any of the conditions mentioned below:
 - i) The Consultant is unable to address the assigned work,
 - ii) Quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in the Directorate.
 - iii) The Consultant fails in timely achievement of the targets as finally decided by the Directorate.
 - iv) The Consultant is found lacking in honesty and integrity, decision in which regard of the Controlling Officer/ Competent Authority in the Directorate shall be final.
 - v) If a selected candidate fails to join on the date of joining, he / she may be debarred for a period of six months.



- vi) In case any Consultant want to discontinue, minimum 15 days prior written notice is required to be submitted by letter/e-mail to Directorate of Income Tax (Legal and Research), New Delhi.
 - vii) The Competent Authority in the Directorate may also terminate the services of the Consultant at any time without giving any notice and also without assigning any reason.
 - viii) The termination will be without prejudice to either party's rights accrued before termination.
 - ix) If any declaration/ information furnished by the Consultant is found false or the Consultant is found to have wilfully suppressed any material fact(s), he/she will be liable for termination of Consultancy including any administrative and/or legal action as the Directorate may deem fit.
- b) Any breach of Contract executed by the Consultant with the Directorate shall be considered a sufficient ground for the termination of the engagement made under the Contract and may further debar such Young Professional from future engagement by the Directorate.
- c) The decision of the DGIT(L&R), Directorate of Income Tax (Legal and Research), Delhi shall be final and binding on the Consultant. In the event of escalation of any matter to the Courts, the matter shall be limited to Courts in Delhi only.

9. CONDUCT & INTEGRITY

- a) The Consultant shall maintain discipline and absolute integrity in her/his conduct during the period of the engagement in the Directorate. The Consultant shall be bound to hand over the entire set of records of assignment to Directorate before the expiry of his/her tenure and before the final payment is released by the Directorate.

10. DISCLAIMER

- a) The Consultant shall not be eligible for any claim or any other benefit/ compensation under provisions of any Act/Rules applicable to regular Government employees. The engagement does not grant the Consultant any right for future employment, regularization in Income Tax Department or any benefits admissible to the employees of the Department.

11. Eligible & willing candidates may furnish their applications in the attached form by email to delhi.ito.lr.admin@incometax.gov.in by **17th November 2023 up to 6 PM**. Selected candidates shall be informed by email. No further communication shall be made with rest of the candidates.



Annexure-II

Directorate of Income Tax (Legal & Research)

Application for Direct Tax Legal and Research Young Professional Scheme

**Photo of
the
Applicant**

1. Name : _____
2. Father's Name : _____
3. Date of Birth (dd/mm/yyyy) : _____
4. Gender : _____
5. Correspondence Address : _____

6. Phone no./ Mobile no. : _____
7. Email ID : _____
8. Educational Qualification :

Exams Passed	Name of the Institution/College/School with details of course/subjects	Board/University	Year of Passing	Percentage of Marks/CGPA
Post Graduation, if any				
Graduation				
10+2 (XII)				
10 (X)				

9. Work Experience, if any:

Name of employer	Designation	Duration of employment	Nature of work

10. Language Proficiency : _____

11. Proficiency in software
(Particularly MS-word, Excel) : _____

12. A brief note (200 words) regarding your suitability for the engagement (use separate sheet if required)

Declaration

"I declare that the above information is true and correct to the best of my knowledge and belief. I am aware that in case of misrepresentation or a materially false declaration, it shall render me liable to action according to applicable law. I also understand that the application is liable to be rejected and / or engagement cancelled in case a discrepancy is detected at any stage before completion of the engagement. I do hereby declare that I will submit the necessary documents viz. **12th Marksheet, Graduation Marksheet, LLB and/or LLM Marksheet and other necessary experience certificate(s)** on selection. If I fail to submit the same my candidature will be summarily rejected without affording any opportunity."

Place: _____

Signature: _____

Date: _____

Name of the Applicant: _____

