



Recruitment of Sr. Private Secretaries & Private Secretaries
F.No.331-Ad(ATD)/DR/2026-27 dated 18.07.2026

INSTRUCTIONS TO THE CANDIDATES

1	The Applicants are advised to read the detailed advertisement and instructions carefully before filling up the online Application Form. While filling up the form <u>online</u> , they are further advised to keep the documents to be uploaded along with the application ready with them.
2	The Applicants are advised to apply, well in time, without waiting upto the last date of submission.
3	Before starting to fill up application form, candidate may ensure that she/he has following:- • Valid and active E-mail ID for registration at the portal. • Active Mobile No.
4	Before starting to fill up application form, the Applicant are also advised to ensure availability of the <u>scanned copies</u> of the applicable articles/documents as mentioned in the Annexure hereto ready with them
5	The scanned photograph and signature should be clear and as per the specifications provided. Other documents uploaded should be clear and legible. Uploading of illegible/fabricated or password-protected documents shall lead to rejection of application
6	The Applicant should take due care to enter correct details in the Application Form. The Applicant himself/herself shall be responsible for any mistake occurring while filling of the Online Application Form.
7	After final submission, no request for change in any entry like Name, DOB, Educational Qualification, Category, Examination Centre etc. in the Online Application Form, shall be entertained.
8	After successful submission of online Application Form, the candidates are advised to take the print out of Online Application Form for future reference
9	In case of ineligibility being detected at any stage or incorrect/false information being provided, the candidature shall be liable to be cancelled.
10	In case of an error occurring during the filling of application form, on account of technical glitch, the Applicants may take screenshot thereof and approach the HELPDESK on e-mail: recruitments@itat.nic.in
11	Candidates presently working with Central/State Govt. would be required to download their duly submitted online forms, take a printout thereof and submit the same to the Competent Authority in their respective Departments for onward transmission to ITAT on following address:- “Shri P.K. Biju, Assistant Registrar (Central), Income-Tax Appellate Tribunal, 3rd & 4th floors, Pratishtha Bhavan, Old CGO Building, 101, Maharshi Karve Marg, Mumbai – 400 020”



ANNEXURE – DOCUMENTS REQUIRED TO BE UPLOADED

#	Document Name	Instructions
1	Recent Colour Passport Size Photograph	JPEG/JPG image. File size should not be more than 200 Kb. Dimensions of the image shall be in Height (5) : Width (4) ratio approximately.
2	Candidate Signature	JPEG/JPG image. File size should not be more than 100 Kb. Dimensions of the image shall be in Height (2) : Width (4) ratio approximately.
3	Aadhaar Card issued by the Unique Identification Authority of India	PDF document scanned in 200-300 DPI. File size should not be more than 2 Mb
4	Proof of Date of Birth - Matriculation (Or 10th Class) Certificate	
5	Graduation Degree Certificate (OR) Provisional Degree along with Marksheets for all Years / Semesters	PDF document scanned in 200-300 DPI. File size should not be more than 10 Mb
6	Certificate of 12th Class (Or Equivalent)	PDF document scanned in 200-300 DPI. File size should not be more than 2 Mb
7	Other Backward Castes & Latest Non-Creamy Layer (OBC-NCL) Certificate issued by the Competent Authority	
8	Scheduled Caste (SC) Certificate issued by the Competent Authority	
9	Scheduled Tribes (ST) Certificate issued by the Competent Authority	
10	Person with Benchmark Disability Certificate issued by the Competent Authority	
11	Economically Weaker Section (EWS) Certificate issued by the Competent Authority	
12	Proof of Central Government Service	
13	No Objection Certificate (NOC) issued by the Employer/Cadre Controlling Authority	
14	Proof of Previous Employment in case of Ex-Serviceman	
15	Proof of Name Change (Gazette Notification / Newspaper Advertisement alongwith Affidavit)	PDF document scanned in 200-300 DPI. File size should not be more than 10 Mb
16	Any other Certificate / Document relevant to the recruitment process	PDF document scanned in 200-300 DPI. File size should not be more than 2 Mb
17	Additional information, if any, in support of suitability for the post	