

RECRUITMENT AGAINST SPORTS QUOTA IN THE INCOME TAX DEPARTMENT KERALA FOR THE YEAR 2021-22

The Principal Chief Commissioner of Income-Tax, Kerala invites applications for recruitment of meritorious sports persons in different games/sports. The recruitment will be made in the following posts.

Sl. No.	Name of the Post	No. of Vacancies	Pay(Rs.)	Pay (Rs.) (Pre-revised)
1	Tax Assistant	5	Pay Level-4 (Rs. 25500-81100)	5200-20200 (G.P. 2400)
2	Multi Tasking Staff	2	Pay level-1 (Rs. 18000 to 56900)	5200-20200 (G.P. 1800)

The selected candidates would also be entitled to all the allowances as applicable to Central Government employees.

The application form along with terms and conditions and instructions to the candidates can be downloaded from the Income Tax Departments official website www.incometaxindia.gov.in.

The application form can also be obtained in person from the Public Relations section, O/o Pr.CCIT, I.S. Press Road, C.R. Buildings, Kochi, Kerala-682018. No request for copies of application to be sent by post will be entertained.

The application form duly filled in all respects should be submitted in a closed cover super scribed with words. “Application for recruitment in sports quota in Income Tax Department 2021-22” and addressed to the

**Deputy Commissioner of Income-Tax (HQ)(Admn.)
O/o the Principal Chief Commissioner of Income-Tax, Kerala,
C.R. Building, I.S. Press Road
Kochi 682018**

The applications may be sent either by post or in person so as to reach the above address by **31.12.2021** (14.01.2022 for candidates domiciled in North-Eastern States, Andaman Nicobar Islands, Lakshadweep, Jammu & Kashmir).

The applications received after the last date will not be entertained under any circumstances.

TERMS & CONDITIONS

1. Candidates should read the below mentioned terms and conditions and instructions carefully before filing up the form.
2. (a) The application should be strictly as per the proforma prescribed.
(b) Only one application should be submitted by the candidate. If any candidate submits more than one application, all the applications will be summarily rejected.
3. The application should be filled up in Block Letters in English using ink pen or ballpoint pen preferably **Black ink**.
4. (a) The applicant should clearly indicate the post in the application form to which he/she is applying for by marking '1' and '2' in order of preference and 'X' if not interested in a post. *For eg., if a person is applying only for post of Tax Assistant he has to mark '1' in the cell against the post and mark cells against MTS 'X' and if person is applying only for post of MTS he has to mark '1' in the cell against the post and mark cells against Tax Assistant 'X'. If a person is applying for post of Tax Assistant and MTS in that order of preference, he/she has to mark '1' against cell corresponding to Tax Assistant and '2' against MTS.*

(b) Failure to indicate the post(s) will make his/her application liable for rejection without any further correspondence.
5. The applicant should submit along with application, the under mentioned forms duly filled up and signed by the respective sports authorities as mentioned in the forms, whichever is applicable.
 - i) Form-1 for representing India in an International competition.
 - ii) Form-2 for representing a State in a National competition.
 - iii) Form-3 for representing the University in the inter-university competition.
 - iv) Form-4 for representing the State School team in National Games for Schools
 - v) Form-5 for awards in physical efficiency performances conducted by Ministry of Education and Social Welfare.

ELIGIBILITY CONDITIONS

1. AGE LIMIT AND ESSENTIAL EDUCATIONAL QUALIFICATION :

Minimum and maximum age limit for the following posts as on 01.04.2021 are as under

Name of the post	Minimum Age	Maximum Age	Essential Educational Qualification
Tax Assistant	18	27	(i) Degree from a recognized University or its equivalent & (ii) Having Data Entry speed of 8000 Depressions per hour.
Multi Tasking Staff	18	25	Matriculation or its equivalent

Note: The upper age limit is relaxed up to a maximum of 5 years for Unreserved/OBC candidates & 10 years for SC/ST candidates in the case of sports persons with exceptional achievements as mentioned in DoPT Office Memorandum No.15012/3/84-Estt.(D) dated 12.11.1987 and who satisfy all other eligibility conditions and who furnish the necessary certificates.

2. SPORTS ELIGIBILITY:

The proficiency will be evaluated on the basis of their participation in recognized tournaments/events in the calendar years 2020, 2019, 2018 & 2017 for which details should be furnished as Annexure A. The tournaments/events will be evaluated in the following descending order of importance.

- (i) International Tournaments/Events like Olympics & World Championship.
- (ii) International Tournaments/Events of regional importance like Asian Games/ Commonwealth Games/ Afro Asian Games.
- (iii) Other International Tournaments/Events like SAF Games.
- (iv) Domestic Tournaments/ Events of National Level of seniors like National Games, National Federation Games etc.
- (v) Domestic Tournaments/ Events of National level of Juniors
- (vi) Inter University Tournaments
- (vii) National School Games
- (viii) National physical efficiency/ drive certificate holders.

The best of three performances in the calendar years 2020, 2019, 2018 & 2017 will be considered for evaluation. These should be properly filled up in **Annexure-A** of the application.

3. LIST OF GAMES/ SPORTS FOR WHICH RECRUITMENT IS BEING MADE:

S.No.	Games/Sports	Total Vacancy
1	Athletics (including Track and Field events)	7
2	Badminton	
3	Table Tennis	
4	Swimming	
5	Rowing	

4. SELECTION OF THE CANDIDATES

The applications will be scrutinized and suitable candidates will be shortlisted for further selection process. The selection will be conducted through trial, and written test, as found necessary, which will be announced on the website at a later date.

Success in the above test confers no right to appointment unless the department is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post.

- 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.
It is clarified that field trial will be conducted to check the fitness levels of the candidates and performance in the field trials will also count for ranking purpose. However, the candidates who are not found fit in the field trials will not be considered for appointment. The current form will be evaluated based on the year of participation in recognized tournaments/ events in the calendar year 2020, 2019, 2018 & 2017 for which details should be furnished as Annexure A.
- The shortlisted candidates will be called for written test. The written examination for the post of Tax Assistants/MTS will be in English and will consist of objective type multiple choice questions in General Knowledge, Reasoning, Numerical/ Quantitative Aptitude, General English and General Awareness. The candidates who qualify in the written test will be called for Trials. 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 requires to take a data entry test for 15 minutes.

7. The written examination and field trials will be held in Kochi. The selected candidates will be required to appear for the same at their own expense.
8. The candidates who are qualified in the written examination and been shortlisted will be required to appear for the field trials which will carry marks. 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 qualifying the written examination.
9. The Applicant should enclose attested copies of the following certificates.
 - (i) Matriculation/ SSLC or equivalent certificate for proof of age.
 - (ii) Educational Qualifications.
 - (iii) Sports/games certificates as mentioned in Annexure-A.
 - (iv) Caste certificate in proof of caste. (if applicable)
10. Sports achievements certified by authorities other than those recognized by the Ministry of sports and youth welfare shall not be considered.
- 11. Applicants who are already employed in Central Government or State Government or PSUs should submit an NOC from the present employer which should be enclosed with the application. However, if the applicant is unable to submit the NOC along with the application, they should produce the NOC on or before the date of written examination, failing which the applicant will not be permitted to appear for the written examination.**
Note: Applications from such candidates should be forwarded through proper channel which must reach this office on or before the date of written examination. However, an advance copy may be sent by the applicant directly.
12. 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 Kerala region, in the tournaments/ meets as decided at least for 5 years. The selected candidates will also be required to sign an undertaking that he/she would not seek inter-charge transfer for a period of 10 years.

13. Any form of canvassing by any candidate will render his/her candidature liable to be rejected summarily at any stage of the recruitment process.
14. The Principal Chief Commissioner of Income Tax has got the right to cancel the recruitment process.
15. In the event of any tie the decision of the appointing authority will be final.

Sd/-

Deputy Commissioner of Income Tax (HQ.)(Admn.)
O/o The Principal Chief Commissioner of Income Tax, Kerala
C.R. Building, I.S Press Road, Kochi - 682018

ANNEXURE-II

**APPLICATION FOR RECRUITMENT OF MERITORIOUS SPORTSPERSONS IN THE
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, KERALA**

Post applied for

Tax Assistant	
Multi Tasking Staff	

Affix latest passport size colour photograph of the candidate duly attested by a Gazetted Officer.

Please refer instruction 3(a) while filling up above table

(Please fill the form in the black ink in Capital letters)

A) Full Name	First	Middle	Last
B) Father's Name			
C) Gender (Male/Female)			
D) Permanent Residential Address			
E) Address for communication			
F) Date of birth (DD/MM/YYYY)			
G) Telephone no.			
H) E-mail id, if any			
I) Whether General/OBC/SC/ST			
J) Educational Qualification			
K) Sports event/game (give detailed information including nature of event and playing details wherever applicable, alongwith copies)			

L) Details of best performance (Please enclose proof)	
(a) International (mention the name of event, year & month when event was held and position secured)	
(b) National (mention the name of event, year & month when event was held and position secured)	
(c) Inter-university (mention the name of event, year & month when event was held and position secured)	
(d) Others (mention the name of event, year & month when event was held and position secured)	
M) Details of last performance in sports (proof to be enclosed)	
N) Documents to be submitted(self attested): (a) Educational certificate/ Mark Sheet [Marks list and Certificate of the university (as applicable) (b) Age proof (as per matriculation certificate) (c) Sports Certificate (d) Caste Certificate (in case of SC/ST candidate) (e) NOC from the present employer (if applicable)	
O) Aadhar number (optional)	
P) Any other Government/ Bank Identity particulars (Enclose Photocopy)	Document Type
	Number

DECLARATION

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief, I understand that in the event of any information being false or incorrect or ineligibility being detected before or after the test/ interview my candidature/ appointment is liable to be cancelled/ terminated. I have not submitted any other application for this post. I am aware that if I contravene this rule, my application will be rejected summarily by the Department.

I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualification & sports eligibility etc. prescribed for the post.

Place:

Signature of the candidate:

Date:

Full Name:

Specimen

FORM 1

(For representing India in an International Competition
in one of the recognized Games/ Sports)

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF _____

Certificate to meritorious sportsman for employment to
Group 'C' services under the Central Government

Certified that Shri/Smt./Kumari _____ 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 National
Federation National Association of _____

Signature: _____

Place: _____

Name: _____

Date: _____

Designation: _____

Name of Federation/
National Association _____

Address:- _____

Seal: _____

NOTE: This certificate will be valid only when signed personally by the secretary of
national federation/ national association.

Specimen

FORM 2

For representing State in India in a National Competition in one of the recognized Games/Sports.

STATE ASSOCIATION OF _____ IN THE GAME OF _____

Certificate to meritorious sportsman for employment to

Group 'C' services under the Central Government

Certified that Shri/Smt./Kumari _____ son/wife/daughter of
Shri _____ - resident of _____ (complete address)
represented the State of _____ in the game /event of _____ In
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 State Association of
_____.

Signature: _____

Place : _____

Name: _____

Date: _____

Designation: _____

Name of Federation/
State Association _____

Address:- _____

Seal: _____

NOTE : This certificate will be valid only when signed personally by the secretary of the State Association.

Specimen

FORM 3

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

**UNIVERSITY OF _____
Certificate to meritorious sportsman for employment to
Group 'C' services under the Central Government**

Certified that Shri/Smt./Kumari _____ son/wife/daughter of Shri
_____ -resident of _____ (complete address) student of
_____ represented the University of _____ in 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 _____.

Signature: _____

Place : _____

Name: _____

Date: _____

Designation: _____

Name of Federation/
State Association _____

Address:- _____

Seal: _____

NOTE : This certificate will be valid only when signed personally by the Dean/Director
or other Officer in overall charge of Sports in the University.

Specimen

FORM 4

(For representing a State School Team in the National Games for School in one of the recognized Games/Sports)

DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF _____

**Certificate to meritorious sportsman for employment to
Group 'C' services under the Central Government**

Certified that Shri/Smt./Kumari _____ Son / wife
/ daughter of Shri _____-resident of
_____ (complete address), student of
_____ represented the _____ State School team
in the game /event of _____ in National Games for Schools 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 Directorate of Public Instructions/Education of _____.

Signature: _____

Place: _____

Name: _____

Date: _____

Designation: _____

Name of Federation/
State Association _____

Address:- _____

Seal: _____

NOTE: This certificate will be valid only when signed personally by the Director or Additional/ Joint or Deputy Director overall in-charge of sports/games for schools in the Directorate of Public Instruction/ Education of the State.

Specimen

FORM-5

(For the awardees in Physical Efficiency performances conducted by the Ministry of Education & Social Welfare)

GOVERNMENT OF INDIA/DEPARTMENT OF YOUTH AFFAIRS AND SPORTS

**Certificate to a meritorious sportsman for employment to
Group C posts/service under the Central Government**

Certified that Shri/Kumari _____ son/daughter of
Shri _____ resident of
_____ (complete address) represented the
_____ School Team in the game /event
of _____ in at the National Competition held
at _____ from _____ to _____.

The certificate is being given on the basis of records available in the Ministry of education and Social Welfare.

Signature: _____

Place : _____

Name: _____

Date: _____

Designation: _____

Name of Federation/
State Association _____

Address:- _____

Seal: _____

Note: This Certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.

ANNEXURE A

DETAILS OF BEST PERFORMANCE IN THE RELEVANT SPORTING EVENT

Sl.No.	Date of Event	Place where event is held	Name of the tournament/event	Events participated	Position earned
Best three performance during the year 2020					
1					
2					
3					
Best three performance during the year 2019					
1					
2					
3					
Best three performance during the year 2018					
1					
2					
3					
Best three performance during the year 2017					
1					
2					
3					

Details of Participation in Sports/Games

- (1) Details of best three performances in the calendar years 2020, 2019, 2018 & 2017 only should be furnished.
- (2) Copies of certificates duly attested should be furnished.
- (3) Form No. 1/2/3/4/5 as applicable duly certified by the Prescribed Authorities of the Sports Associations etc. should be furnished.

Signature of the applicant with date