

कार्यालय
प्रधान मुख्य आयकर आयुक्त
तीसरी मंजिल, आयकर भवन,
महर्षि कर्वे मार्ग, मुंबई - 400 020
फोन: 022-22121124



Office of the
Pr. Chief Commissioner of Income tax
3rd floor, Aayakar Bhavan,
Maharshi Karve Road,
Mumbai - 400 020
Email: mumbai.recruitment@incometax.gov.in

F.No.Pr.CCIT/Mum/Personnel/Recrt./OOA/Sports-TA-26/30/2026-27

Dated: 01/07/2026

To,
Ms. Prachi Ankush Devkar
D/o Devkar Ankush Dhondiram
D/O: Ankush Dhondiram Devkar, Kirape, Po:
Yenke, Dist: Satara, Satara, Maharashtra,
415103

**Sub- Offer of Appointment for the post of Tax Assistant for the candidates
selected as Meritorious Sportspersons in the Income Tax Department, Mumbai
- reg.**

1. I am pleased to inform you that, on the basis of the selection procedure for Meritorious Sportspersons, you have been selected for appointment to the post of **Tax Assistant** in the Income Tax Department, Mumbai, in the Pay scale in Cell 1 of Level 1 of Level 4 of Pay Matrix in Part-A of the CCS (RP) Rules, 2016, (Pay of Rs. 25,500/- & Grade Pay of 2,400), and allowances as may be sanctioned by the Government of India from time to time. In view of the above, this Offer of Appointment for the post of **Tax Assistant** in the Income Tax Department, Mumbai Region, is hereby being given to you.

2. The terms and conditions are as detailed below. If you accept the offer on these conditions, you should join the office of the undersigned at the earliest, upon the completion of Document Verification, Medical Examination and issue of Appointment Order, **but not later than 45 days from the date of issue of this Offer of Appointment, i.e. on or before 14/08/2026** (failing which this Offer will automatically lapse as per Rules). You are hereby directed that you must fulfil the eligibility conditions for the post as on the crucial date and submit your acceptance to terms and conditions contained in this Offer of Appointment, failing which this Offer of Appointment will be cancelled without any prior intimation to you.

Terms and Conditions

1. The appointment of the candidate is subject to verification of the character and antecedents and issuance of medical fitness certificate in her/his favour. Vide Board's letter F. No. HRD/CM/167/2/2012-13/2196 dated 16/11/2012, it has been stated that "*The Finance Minister suggested that instead of making police verification prior to the appointment, it can be made subsequently with the rider in the appointment letter that in case of any negative verification, the*

services would be terminated without assigning any reason or notice. Hence the appointment shall be subject to police verification. In case of any negative verification, the services will be terminated without assigning any reason or notice".

Further, the appointment of the candidate is subject to submission of her/his left-hand thumb impression, signatures and handwriting on the certification statement provided by this office. In case of any mismatch/doubt, the candidature will be cancelled and her/his Govt. service will be terminated, even if it is detected at a later stage, without assigning any reason or notice to the candidate.

2. A candidate must be either:

- a) a citizen of India, or
- b) a subject of Nepal, or
- c) a subject of Bhutan, or
- d) a Tibetan refugee who came over to India, before the 1st January, 1962, with the intention of permanently settling in India, or
- e) a person of Indian origin who has migrated from Pakistan, Myanmar, Sri Lanka, East African countries of Kenya, Uganda, The United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the Offer of Appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

3. The candidate will be required to take an oath of allegiance to the Constitution of India or make a solemn affirmation.

4. If the candidate claims to be a member of Scheduled Caste (SC)/Scheduled Tribe (ST)/ Other Backward Class (OBC), she/he should state specifically, to which caste or tribe or community mentioned in Constitution (Schedules Castes) order, 1950 or under Constitution (Schedules Tribes) order, 1950 or relevant order for OBC under constitution/resolution of Govt. of India, she/he belongs. She/he should obtain and produce a certificate in support of her/his claim in the prescribed format issued by the prescribed authorities.

5. **For candidates belonging to SC/ST category:** This appointment is based on your selection as meritorious sportsperson. In case you intend to take any benefit of the SC/ST category in your service matters in the future, you are required to produce your caste/tribe certificate which will be verified through the proper channel. In the event that your certificate is found to be not genuine or invalid, you will be placed in the Unreserved category in the rosters of the Department and will not get any benefit of the SC/ST category in service matters.

6. **For candidates belonging to OBC category and not belonging to Creamy Layer:** This appointment is based on your selection as meritorious sportsperson. In case you intend to take any benefit of the OBC category (non-creamy layer) in your service matters in the future, you are required to produce your OBC certificate which will be verified through the proper channel. In the event that your certificate is found to be not genuine or invalid, you will be placed in the Unreserved category in the rosters of the Department and will not get any benefit of the OBC category in service matters.
7. **For candidates belonging to EWS category (if applicable):** This appointment is based on your selection as a meritorious sportsperson. In case you intend to take any benefit of the EWS category in your service matters in the future, you are required to produce your Income and Asset Certificate which will be verified through the proper channel. In the event that your certificate is found to be not genuine or invalid, you will be placed in the Unreserved category in the rosters of the Department and will not get any benefit of the EWS category in service matters.
8. **For candidates belonging to PwBD (Divyangjan) category:** This appointment is based on your selection as a meritorious sportsperson. In case you intend to take any benefit of the PwBD (Divyangjan) category in your service matters in the future, you are required to produce your valid Unique Disability ID (UDID) Card and Disability Certificate which will be verified through the proper channel. In case your UDID card is found not to be genuine or valid upon verification, your selection and appointment will be cancelled/withdrawn immediately, and you will not be considered eligible for appointment under this category.
9. No such woman/man whose marriage is void by reason of its taking place during the life time of her/his spouse or who has married to such a person whose spouse is alive at the time of marriage, shall be eligible for appointment in service, unless the Govt. of India has granted exemption to such a woman/man in accordance with this rule after being satisfied that there are special grounds for ordering so.
10. The candidate who has accepted/ will accept dowry in her/his marriage will be liable to be unfit for Govt. Service.
11. The Appointing Authority, at his discretion, may forward or withhold a candidate's application for appointment in any other office (whether Govt. or Non-Govt.).
12. The candidate should also note that she/he has to conform firmly to the rules of discipline and conduct prevailing in this Office/Department and those imposed by the Government from time to time on all their employees.
13. The candidate must give a statement in writing giving full details of her/his previous employment, if any, under the Government of India or any State Government. If she/he is already employed, she/he must produce a Relieving Order from the concerned employer. Otherwise, she/he will not be allowed to count her/his past services for seniority in this Department.

14. The candidate is liable to be posted anywhere in the charge of Pr. Chief Commissioner of Income Tax, Mumbai region.
15. The candidate will be on probation for a period of two years. The same can be increased by the Competent Appointing Authority as per the prevailing rules in force from time to time. As per the DoPT O.M. No.28020/3/2018 - Estt.(C) dated 11/03/2019, every direct recruit is required to undergo a mandatory Induction Training of minimum two weeks for successful completion of probation period.
16. This post is a Group C post with scale of pay falling in Cell 1 of Level 1 of Level 4 of the Pay Matrix in Part-A of the CCS (RP) Rules, 2016 (i.e. Basic Pay of Rs. 25,500/- & Grade Pay of Rs. 2,400). If she/he is already in any Government Service, her/his pay will be fixed in the above scale of pay in accordance with the rules and conditions prevailing at the time. If she/he is not in any Govt. service, she/he will be entitled to the minimum of pay scale of the post and admissible DA and other allowance as may be sanctioned by the Govt. of India from time to time under the rules.
17. If admissible, she/he can apply for government accommodation in Mumbai within a week of her/his joining the post in the office of posting. If the candidate is allotted government accommodation, then she/he will not be eligible for grant of CCA/HRA as per rates applicable for Mumbai region.
18. A candidate's services may be terminated after giving one month's notice from either side viz. the Appointee or Appointing Authority in accordance with the Central Civil Service (Temporary Service) Rules, 1965, without assigning any reason. The Appointing Authority, however, reserves the right of terminating her/his services forthwith or before the expiry of the stipulated period of notice by making payment to her/him of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
19. The candidate is warned that furnishing of incorrect information at any point will render her/him liable to disciplinary action.
20. If any declaration given or information furnished by the candidate is proved to be false or if she/he is found to have wilfully suppressed any fact, she/he will be liable immediately for removal from services and other action as Government may deem necessary.
21. The Offer of Appointment issued to the candidate is conditional subject to she/he satisfying the requirement mentioned and furnished declaration (in the form enclosed with the Circular for Document Verification) along with her/his reply. If, however, she/he does not fulfil the above conditions and she/he desires to be exempted from the above-mentioned rules for any reason, she/he should make a representation in this behalf immediately. The Offer of Appointment should in that case be treated as cancelled and further communication would be sent to her/him in due course, if upon consideration of the representation, it is decided to offer her/him appointment to the said post.

22. It is further brought out that this letter is Offer of Appointment and not an Appointment Order.

23. The candidate will be eligible to join, subject to verification of documents and production of valid medical certificate from a Government Hospital/Clinic.

24. This appointment is provisional and is subject to the fulfilment of Terms & conditions laid out in the advertisement for recruitment of sportspersons issued, the declaration given by you during the process of application; and verification of the original certificates of Sporting achievements & respective valid Forms signed by the competent authority recognized by the Ministry of Youth Affairs, which the candidate had submitted at the time of application for the post. The same must be produced by the candidate for verification at the time of document verification. If at any stage during the document verification or after appointment, the verification reveals that any of the Certificates or the Forms, as the case may be, are doubtful, non-genuine or fraudulent, the service will be terminated forthwith without assigning any further reason and without prejudice to such action as may be taken under the provisions of Indian Penal Code for production of false certificate.

25. As per Note 4 to the Para 2 of the DoPT OM No. 14034/1/96-Estt.(D) dated 04.05.1995, *"In case of any doubt about the status of a tournament, the matter will be decided by the Deptt. of Pers. & Trg. in consultation with Deptt. of Sports-Y.A."*. In case the matter of the tournament cited by you towards your sporting achievements is referred to the DoPT and is adjudged against you, the service will be terminated forthwith without assigning any further reason.

26. As per O.M. No. 35015/2/93-Estt. (D) dated 09/08/1995 issued by Department of Personnel and Training, Ministry of Personnel, P.G. & Pensions, Government of India, *an Offer of Appointment issued by different Departments should clearly specify the period (which shall not normally exceed one or two months) after which the offer would lapse automatically if the candidate did not join within the specified period. If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the Ministries/Departments but extension beyond three months should not be granted and it may be granted only as an exception where facts and circumstances so warrant, and in any case only upto a maximum of six months from the date of issue of the original Offer of Appointment.*

27. As per Rule No. 12.1.2 of the Recruitment Rules issued by the DoP&T, Government of India *"An Offer of Appointment would lapse automatically after the expiry of six months from the date of issue of the original Offer of Appointment. If even after the extension(s), if any, granted by the department, a candidate does not join within the stipulated time (which shall not exceed a period of six months), the offer of appointment should lapse"*.

28. The conduct of the candidate will be subject to the provisions of the CCS (Conduct) Rules 1964, CCS (Leave) Rules 1972, and CCS (temporary services) Rules 1965. The candidate must familiarize herself/himself with all the duties and obligations set out in these Rules and conduct herself/himself accordingly upon joining.

29. This recruitment process and appointments made are subject to the outcome of OA No.107/2026 pending before the Hon'ble CAT, Mumbai Bench.

30. If owing to some reasons the terms and conditions contained herein are not acceptable, the candidate should submit her/his unwillingness, in writing, to this office at the earliest.



[Handwritten signature]

(अभिषेक एस.थरवाल, भा.रा.से.)

(ABHISHEK S. THARWAL, I.R.S.)

संयुक्त आयकर आयुक्त (मुख्या.) कार्मिक, मुंबई

Jt. Commissioner of Income-Tax(HQ) Personnel, Mumbai