

ADVERTISEMENT

The Income Tax Appellate Tribunal invites applications for outsourcing of (01) one “Legal Consultant” on a full time basis, for a period of one year with the following Educational Qualifications, Age, Experience and on the Remuneration mentioned below:-

Educational Qualification:

- Essential** – (i) LL.B. Professional Degree from any recognized University.
- (ii) Registration of the candidates with the Bar Council of Delhi is mandatory.
- Desirable** – (i) Person with work experience in varied fields would be given preference.
- (ii) Experience in legal writing with publication credits in reputed legal journals or legal journalism platforms.
- (iii) Ability to analyze and interpret legal documents and court proceedings.

Age and Remuneration:

| Name of the Position | Upper age (limit) | Remuneration per month (Rs.) |
|----------------------|-------------------|------------------------------|
| Legal Consultant | 35 years | 80,000* |

- Note:** (i) *The consolidated remuneration provided will be inclusive of all applicable taxes and no other facility or allowance will be allowed.
- (ii) The engagement shall be for New Delhi.
- (iii) The proforma for application is also enclosed herewith. Duly filled up application should reach by Speed Post to:-

The Deputy Registrar
Income Tax Appellate Tribunal,
3rd & 4th Floor, Old C.G.O. Building (Pratishtha Bhawan),
101, M.K. Road,
Mumbai – 400 020.

Or alternatively,

The filled up applications may be sent through electronic mode on the following e-mail ID:-

admin.ho@itat.nic.in

on or before 30th April, 2025, 18:00 hrs.

- (v) On the envelope containing the application, it should be clearly marked in Capital and Bold letters "APPLICATIONS FOR ENGAGEMENT OF LEGAL CONSULTANT".

(P.K. BIJU) 21/4/25

ASSISTANT REGISTRAR

सहायक पंजीकार / Assistant Registrar
आयकर अपीलीय अधिकरण
Income Tax Appellate Tribunal
मुम्बई / Mumbai

APPLICATION FOR THE POST OF LEGAL CONSULTANT

1. Name in full (in Block letters):

2. Father's /Mother's Name:

3. Gender:

4. (a) Date of Birth:

(b) Age (as on 30.04.2025) :Years..... Months..... Days

5. Nationality:

6. Permanent Address:

7. Address for correspondence:

8. Educational Qualification:

*Paste a recent
passport size
photograph*

| S.No. | Course/Degree | Subject (Specialization) | Name of University | Year of Passing | Division with % of marks obtained | Enclosure of self attested copies (yes/No) |
|-------|---------------|-----------------------------|-----------------------|--------------------|---|--|
| | | | | | | |
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| | | | | | | |
| | | | | | | |

9. Work Experience (starting from current to oldest)

(Please attach separate sheet if required)

| Sl.No. | Name of Organisation/Institute | Period From/To | Nature of Work (brief description of duties) | Enclosure of self attested copies (Yes/No) |
|--------|--------------------------------------|----------------|---|--|
| | | | | |
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10. Knowledge/ Skills

- a) Have you ever worked in the social/development sector with partners on ground? If yes, please provide details of nature of work undertaken.

b) Computer Skills:

c) Language known:

d) Other skill as prescribed:

11. Reference: Please provide name and contact details of 2 references:

| Sl.No. | Full Name of Reference | Name of Organisation | Contact details (Email ID and phone no.) |
|--------|------------------------|----------------------|--|
| 1. | | | |
| 2. | | | |

12. Please state briefly the reasons why you think you are an outstanding candidate for this job. (Maximum 1000 characters)

13. **Declaration:** This is to certify that I..... S/o / D/o / W/o Resident..... of..... District..... State..... have no pending administrative and / or criminal case before any court/ authorized body. I further certify that I have never been found guilty/ convicted of any administrative offence and/or crime. I also certify that all the information given by me is true to the best of my knowledge and belief and if selected and appointed I will produce the original of all the documents.

Place:

Signature of the Candidate:

Date:

Name of the Candidate: