भारत सरकार

GOVERNMENT OF INDIA

कार्यालय, प्रधान मुख्य आयकर आयुक्त, पुणे

OFFICE OF THE

PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, PUNE

Aayakar Bhavan, 12, Sadhu Vaswani Road, Pune – 411001

F.No.- Pr.CCIT/Pune/SRC/Notification.2026-27 Date: 10.08.2026

NOTIFICATION FOR RECRUITMENT OF MERITORIOUS SPORTSPERSONS IN THE CADRE OF STENOGRAPHER, TAX ASSISTANT AND MULTI-TASKING STAFF - 2026

The Principal Chief Commissioner of Income-Tax (Pr.CCIT), Pune Region invites applications from meritorious sportspersons for appointment as Stenographer Grade-II, Tax Assistant and Multi-Tasking Staff. Before making an application, the applicants are required to go through the detailed guidelines, eligibility criteria, vacancy position, other conditions and instructions for the direct recruitment given below to ascertain their eligibility for the post:

2. IMPORTANT DATES:

Schedule of Activity	Date
Date of issue of Notification	10.08.2026
Commencement of Online Submission of Application	15.08.2026
Last Date for Online Submission of Applications	15.09.2026

3. VACANCY POSITION:

Sl. No.	Name of the Post	No. of vacancies	Pay Level in 7th CPC Pay Matrix
1	Stenographer Grade-II (Steno)	6	Level 4 (Rs.25,500-81,100)
2	Tax Assistant (TA)	40	Level 4 (Rs.25,500-81,100)
3	Multi-Tasking Staff (MTS)	39	Level 1 (Rs.18,000-56,900)
	Total number of posts	**85**	

Note: Candidate can apply for any one or more than one of the above posts in a single application.

4. **SELECTION CRITERIA:** The meritorious sportspersons will be considered for appointment based on the following criteria:

4.1 Order of Preference: Meritorious sportspersons will be selected as per the order of preference contained in the Department of Personnel & Training (DoPT) OM No. 14034/1/95-Estt. (D) dated 04.05.1995 and as mentioned in the instruction issued by the DoPT vide OM No.1720781414772 dated 04.03.2024. The order of preference prescribed by the DoPT in this regard is as under:

A) First preference: to those candidates who have represented the country in an International Competition with the clearance of the Department of Sports, Ministry of Youth Affairs and Sports.

B) Second preference: to those who have represented a State/U.T. in the Senior or Junior level national Championships organized by the National Sports Federations recognized by Department of Sports, Ministry of Youth Affairs & Sports or National Games organized by Indian Olympics Association and have won medals or positions up to 3rd place. Between the candidates participating in Senior and Junior National Championships/games, the candidates having participated and won medal in Senior National Championship should be given preference.

C) Third preference: to those, who have represented a University in an Inter-University competition conducted by Association of Indian Universities/Inter University Sports Board or Khelo India University Games conducted with authorization of Department of Sports, Ministry of Youth Affairs and Sports and have won medals or positions up to 3rd place in finals.

D) Fourth preference: to those who have represented a State/UT in Khelo India Youth Games (age category above 18 years) or Khelo India Winter Games or Khelo India Para Games conducted with authorization of Department of Sports, Ministry of Youth Affairs and Sports and have won medals or positions upto 3rd place in finals.

E) Fifth preference: to those who have represented the State Schools in the National sports/games for Schools conducted by the All-India School Games Federation and have won medals or positions up to 3rd place.

F) Sixth preference: to those who represented a State/Union Territory/University/State Schools Teams at the level mentioned in categories (B) to (E) but could not win a medal or position, in the same order of preference.

Note 1. In the event of tie, those who have secured a higher position or won more than one medal may be given the preference

Note 2. Participation in individual and team event/item may be given the same preference

Note 3. No preference may be given for winning more than one medal/position

Note 4. In case of any doubt about the status of a tournament, the matter will be decided by the DoPT in consultation with Department of Sports, Ministry of Youth Affairs and Sports.

5. **LIST OF GAMES/SPORTS:** The applications are invited from meritorious sportspersons from the following sports and games:

Sr. No.	NAME OF THE SPORTS	TOTAL No. OF PLAYERS	Male	Female
1	Athletics	20	10	10
2	Badminton	2	1	1
3	Basketball	5	0	5
4	Boxing	2	1	1
5	Bridge	4	2	2
6	Carrom	2	1	1
7	Chess	2	1	1
8	Cricket	6	6	0
9	Hockey	5	5	0
10	Kabaddi	6	6	0
11	Parasports	5	3	2
12	Swimming	2	1	1
13	Table tennis	4	2	2
14	Tennis	2	1	1
15	Volleyball	12	6	6
16	Wrestling	4	2	2
17	Yogasana	2	1	1
	Total	**85**	**49**	**36**

6. **LIST OF AUTHORITIES COMPETENT TO AWARD CERTIFICATES ON ELIGIBILITY FOR RECRUITMENT OF SPORTSPERSON:**

While considering the eligibility of the applicant, only the certificates awarded by the authorities mentioned hereunder will be considered as evidence in support of having participated in competitions in any of the above Sports /Games. A candidate, who cannot produce self-attested copies of at least one certificate issued by one of the authorities mentioned hereunder along with the application, need not apply.

Form No.	Competition	The authority competent to award certificates on eligibility for recruitment of sportspersons
Form-1	International Competition	Secretary of National Federation of the Game the Concerned.
Form-2	National Competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned
Form-3	Inter-University Tournaments	Dean of Sports or other officer in overall charge of sports of the University concerned
Form-4	National/Sports/Games for Schools	Director or Additional/Joint or Deputy Director in overall charge of sports/games for Schools in the Directorate of Public Instructions/Education of the State concerned

Form-5	Khelo India University Games/ Khelo India Youth Games/ Khelo India Winter Games/ Khelo India Para Games	Officer designated/Officer in charge from Sports Authority of India (SAI) for Khelo India University/ Khelo India Youth Games/ Khelo India Winter Games/ Khelo India Para Games

Note- Specimens of Forms 1,2,3,4 and 5 referred to above are given with this notification.

7. ELIGIBILITY:

7.1 Nationality/Citizenship: The candidate must be a citizen of India.

7.2 Age Limit:

Sl. No.	Name of the Post	Age Limit (as on 01.01.2026)
1	Stenographer Grade-II (Steno)	Between 18 - 27 years
2	Tax Assistant (TA)	Between 18 - 27 years
3	Multi-Tasking Staff (MTS)	Between 18 - 25 years

7.3 Relaxation of age: As per Government of India instructions for meritorious sportspersons, relaxation of upper age limit up to a maximum of 5 years (10 years in case of SC/ST candidates) may be allowed.

Note: This relaxation will be admissible only to those sportspersons who satisfy all other eligibility conditions related to education and sports qualifications, and furnish a certificate in the prescribed form, from an authority prescribed in this instruction.

7.4 Essential Educational Qualifications:

Sl. No.	Name of the Post	Essential Educational & Other Qualifications
1	Stenographer Grade II (Steno)	12th class pass or equivalent from a recognized Board or University
2	Tax Assistant (TA)	A Degree of a recognized University or equivalent qualification
3	Multi-Tasking Staff (MTS)	Matriculation or Equivalent pass

7.5 The sports achievements/participation of the candidates shall be considered only up to the date of this notification, i.e. 10.08.2026. Any sports achievement obtained after the said date shall not be considered for the purpose of recruitment under sports quota.

8. HOW TO APPLY:

a) The applicant has to go through the notification, instructions to candidates, vacancy positions, etc. carefully before filling up the application form.

b) The willing and eligible candidates should submit their applications by online mode from the date of publishing of this advertisement till the last date of submission. The link for filling up the application form can be accessed from the notification and advertise uploaded on https://www.incometaxindia.gov.in/pune/news-updates. Alternatively, the candidates can directly visit https://www.itsportsrecruitmentpune.com for submission of online applications.

c) All the relevant/necessary documents should also be uploaded along with the application form.

d) The candidate can apply for more than one post in a single application, but only one application should be submitted by the candidate. If any candidate submits more than one application, all such applications will be summarily rejected. If a candidate desires to be considered for more than one game/sport, the candidate may select the relevant games/sports while filling the single application form. In no circumstance, the candidate should submit more than one application.

e) The applicant should clearly indicate the preference of the posts in the application form to which he/she is applying, as first preference, second preference, third preference etc.

f) Failure to indicate the posts in the column **"Post applied for"** will make the application liable for rejection without any further correspondence.

g) Candidates seeking relaxation benefits must ensure that they are entitled to such relaxation as per the eligibility prescribed in the notification and furnish relevant documents.

h) Caste Certificate for SC/ST in the prescribed form (Prescribed for appointment under Government of India) from the competent authority (as per the proforma provided) is to be uploaded along with the application form.

i) The format of certificates and the competent authorities for issuing the certificates of achievements are prescribed as per Annexure-A of **OM No. 1720781414772 dated 04.03.2024** and referred to in point 6 above. The certificates of sports achievements submitted in any other form, or from authorities not competent to issue the same, will be treated as invalid.

j) Sportspersons who are already employed in Central Government or State Government departments/organizations or PSUs should furnish an NOC from the present employer.

k) The applicant should upload self-attested copies of the following documents along with the application form as per requirement:

a. Matriculation/SSC or equivalent certificate/Birth Certificate/Aadhar Card/Passport for proof of age
b. Educational Qualification Certificates
c. Caste/Community Certificate (in support of claim)
d. Sports/Games Certificates.
e. Certificates on Eligibility for Recruitment of Sportsperson (Form- 1,2,3,4 and 5 as applicable)
f. Certificate of PwBD (Persons with Benchmark Disabilities) and UDID card, if applicable
g. NOC from the present employer, if applicable
h. Copy of Aadhar Card
i. Copy of recent passport-size photograph
j. A declaration of no pending investigation against the candidate regarding doping or using unfair means to compete or win in any Sporting event. (refer point 11(h))

l) The candidates will be intimated about any information regarding the recruitment process on their E-mail ID mentioned in their application form.

9. APPLICATION FEE:

1. Application Fee payable: Rs.200/- (Rupees Two hundred only).
2. Fee is to be paid through online mode only and proof of the payment needs to be furnished with the application.
3. Applications received without payment of the requisite fee will be treated as INCOMPLETE and rejected.
4. Fee once paid shall not be refunded under any circumstances.

10. INSTRUCTIONS TO THE APPLICANTS:

a. Failure to comply with the instructions/conditions prescribed in the notification will result in the rejection of the application and no intimation will be served. No communication in this regard will be entertained.
b. In the event of any tie or in any other case, the decision of the Pr. CCIT, Pune shall be final.
c. In the event of any clarification/issues with respect to filing of application, the candidates may communicate their query at itsportsrecruitmentpune2026@gmail.com
d. Any form of canvassing by any candidate will render his/her candidature liable to be rejected summarily at any stage of the recruitment process.
e. The Pr. CCIT, Pune may cancel the recruitment process at any stage without assigning any reason.
f. The applicants are advised to visit https://www.incometaxindia.gov.in/pune/news-updates from time-to-time for more details and information.
g. In case of any discrepancy regarding the wordings in the advertisement, the English version of the advertisement will prevail.

11. ADDITIONAL INSTRUCTIONS:

a. On appointment, the candidate will be posted within the Pr. CCIT, Pune region.

b. The selected candidates will be on probation for 2 years or such period as per extant instructions of the Government of India.

c. Services of the selected candidates concerning participation in sporting activities and leave management etc, shall strictly be subject to fulfillment of the conditions as enumerated in the DOPT's O.M.No.1720781414772 (Estt. Pay-I) dated 04th March 2024 and other DoPT OMs in this regard.

d. In respect of appointment for the post of Stenographer Grade-II, the selected candidates will be required to qualify the Skill test. For this purpose, the Dictation test will be for 10 minutes @ 80 w.p.m and Transcription will be 50 w.p.m. (English) and 65 w.p.m. (Hindi) only on Computers, in accordance with the provisions of the relevant Recruitment Rules applicable.

e. In respect of appointment as Tax Assistant, the selected candidates will be required to qualify the Data Entry Skill Test @ 8000 key depressions per hour, in accordance with the provisions of the relevant Recruitment Rules applicable.

f. The selected candidates should produce relevant original certificates at the time when they are called for.

g. Medical fitness of the candidates will be ascertained by the O/o Pr. CCIT, Pune Region, before their formal appointment.

h. The candidate should be clear in all the Doping tests done by the World Anti-Doping Agency (WADA)/National Anti-Doping Agency (NADA) or any other relevant authorities. Further, there should be no ongoing investigation against the candidate regarding Doping or using unfair means to compete or win in any Sporting event. A declaration to this effect must be given by the candidate.

i. The appointment of the candidates will be subject to clearance received in this regard from the Police authorities of their current place of residence after verification.

j. No Travelling allowance will be paid to the selected candidates for their journey to Pune for joining the Department after selection.

k. If at any stage during or after the recruitment process, the candidate is found to have furnished any wrong information, statement or declaration or falsified/misrepresented any facts, his/her candidature/appointment will be liable for cancellation.

Principal Chief Commissioner of Income Tax * Pune *

(MANISH KUMAR SINGH, IRS)
Commissioner of Income Tax (Admin.& TPS), Pune
O/o Pr. Chief Commissioner of Income Tax, Pune

FORM I

(for representing India in an international Competition in one of the recognized Games/Sports).

NATIONAL FEDERATION / NATIONAL ASSOCIATION OF _____

Certificate to meritorious sportsmen for employment to Group C & D Service under the Central Government

Certified that Shri/Smt./Kumar_____
Son/Wife/Daughter of Shri_____and resident of

_____represented the
(complete address)

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 o the basis of record available in the office of National Federation/National Association of _____.

Place_____

Date_____

Signature_____
Name _____

Designation_____

Name of the Federation/National Association_____
Address_____

Seal_____

Note: This Certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

FORM:-2

(for representing a State in India in a Nation competition in one of the recognized Games/Sports.)

STATE ASSOCIATION OF _____ IN THE GAME_____ OF_____

Certificate to a meritorious sportsman for employment to a Group C & D service under the Central Government

Certified that Shri/Smt./Kumar_____ son/wife/daughter of Shri_____ and resident of _____represented the State of
(complete address)

_____in the game/event of _____in the 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 the State Association of _____.

Place_____

Date_____

Signature_____

Name _____

Designation_____

Name of the State Association

_____

Address_____

Seal_____

Note: This Certificate will be valid only when signed personally by the Secretary of the State Association.

FORM 3

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

UNIVERSITY OF _____

Certificate to a meritorious sportsman for employment to a Group C&D service under the Central Government

Certified that Shri/Smt./Kumari_____
Son/Wife/Daughter of Shri_____
Resident of _____student of _____
Represented the University of _____in Inter 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 records available in the office of Dean of Sports or Officer in overall charge of sports in the University of _____.

Place_____

Date_____

Signature_____
Name _____

Designation_____

Name of the University:
_____
Address_____

Seal_____

Note: This Certificate will be valid only when signed personally by Dean/Director or other officer in overall charge of sports in the University of _____

FORM – 4

DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF _____

Certificate to a meritorious sportsmen for employment to a Group C & D services under the Central Government

Certified that Shri/Kumari_____ son/daughter of Shri_____resident of_____student of _____
(Complete address)
Represented the_____State School Team in the game/event of _____in the 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 records available in the office of Directorate of Public Instructions/education of _____.

Place_____

Date_____

Signature_____
Name _____

Designation_____

Address_____

Seal_____

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

FORM-5

(For representing in Khelo India University Games/Khelo India Youth Games/ Khelo India Winter Games/Khelo India Para Games)

Certificate to a meritorious sportsman for employment to a Group C service under the Central Government.

Certified that Shri/Smt./Kumari _____ Son/Wife/Daughter of Shri _____ resident of _____ student of _____ Represented the University/ Institute / School of _____ _____ in the game /event of _____ in Khelo India University Games/Khelo India Youth Games/ Khelo India Winter Games/Khelo India Para Games 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 records available in this office.

Place _____

Date _____

Signature _____

Name _____

Designation _____

Address _____

Seal _____

Note: This Certificate will be valid only when signed personally by the officer designated/officer in charge from Sports Authority of India for Khelo India University/ Khelo India Youth Games/ Khelo India Winter Games/Khelo India Para Games.