

VACANCY NOTIFICATION

Vacancy Code	312025
Employer	312025 Directorate of Income Tax (Systems)
Name of the Post	Data Processing Assistant
No. of Vacancy	03
Last date to apply	15 February 2025
Remarks	See detailed notification attached below

How to Apply: - 1. All **Eligible** Ex-Servicemen need to forward two Copies of Willingness Format, available at vacancy page, on Email ID: dgrjobofficers@desw.gov.in

- (i) One Format should be in PDF format duly signed by the applicant and signed by the witnesses too.
- (ii) The second one should be in Excel Format without changing the Format, without signatures and without witnesses.

2. All the required document such as Willingness cum Undertaking Formats as mentioned above, Copy of PPO/ Release Order & CV/ Bio Data should be forwarded to this office on above Email ID before the last date mentioned in the vacancy.

**** ALERT**** ALL MAILS SHOULD BE SENT TO DGR EMAIL ID dgrjobofficers@desw.gov.in , CLEARLY MENTIONING THE SUBJECT OF MAIL "STARTING WITH VACANCY CODE MENTIONED IN ABOVE NOTIFICATION", IN CASE THE SAME IS NOT MENTIONED, THE APPLICATION IS LIABLE TO BE REJECTED.

(For Zila Sainik Welfare Officer/ RSB Director vacancy only): An additional Undertaking for Kendriya Sainik Board (KSB) should also be forwarded to this office along with the above (via Email Only). The Undertaking format for KSB is available on DGR website in format section under the head of Job Assistance for Officers.

Note :- Willingness format must be as per instructions mentioned above.

In the event of non-receipt of all the required documents as mentioned above within the due date of the vacancy, the candidature of the applicant will not be entertained under any circumstances.

SCHEDULE

Name of the post	Number of post	Classification	Scale of pay	Whether selection or non-selection post	Whether benefit of added years of service admissible	Age limit for direct recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
(1) Data Processing Assistant Grade 'A'	162* * (2008) (Subject to variation dependent on workload)	General Central Service Group 'B' Non-Gazetted	Rs. 5500 - 175 - 9000	* Not applicable	Not applicable	Not exceeding 30 Years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Government.) The crucial date for determining the age limit shall be the date for receipt of applications from candidates in India and the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Ladakh Division, Jammu and Kashmir, Lahaul and Spiti district, Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any	Method of recruitment Whether by direct recruitment or by promotion or deputation/ absorption percentage of the vacancies to be filled by various methods
(8)	(9)	(10)	(11)
Essential: Master's Degree in Computer Application from a recognised University or equivalent; or Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology or Electronic Engineering or Electronics and Communication Engineering from a recognised University or equivalent; or Bachelor's Degree in Computer Application or Computer Science from a recognised University or equivalent; or 'A' Level Diploma under Department of Electronics Accreditation of Computer Courses Programme or Post Graduate Diploma in Computer Application under University Programme or Post-Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent.	Not applicable	Two Years for direct recruits	50 % by deputation or absorption failing which by direct recruitment. 50 % by direct recruitment.
Note 1 : Qualifications are relaxable at the discretion of the Staff Selection Commission , for reasons to be			