



**F.No.: MUM/Pr. CCIT/Coord/YPS/Rectt./2023-24**  
**Government of India**  
**Ministry of Finance**  
**Department of Revenue**

**Office of Principal Chief Commissioner of Income Tax**  
**3<sup>rd</sup> Floor, Aayakar Bhavan, M.K. Road, Mumbai – 400 020**

ADVERTISEMENT FOR YOUNG PROFESSIONAL SCHEME

1. With a view to augment departmental representation in ITAT, the Young Professional Scheme envisions engagement of Young Graduates in Law & Accountancy who are rich in domain knowledge. Such resources would aid the departmental officers in preparation of the cases admitted for hearing in Tribunals. In addition, they will also take up research/study work encompassing critical areas of tax litigation for effective litigation management.
2. Income Tax Department is looking for engaging a pool of talented Young Professionals (YPs) as per the following details:

<b>i</b>	Name of the position	Young Professional
<b>ii</b>	Number of Positions	12
<b>iii</b>	Age Limit	Candidates should not exceed 35 years of age as on the date of advertisement
<b>iv</b>	Period of contract	One year. It may be extended by another year, subject to satisfactory performance.
<b>v</b>	Location	Mumbai
<b>vi</b>	Remuneration Per month	Rs. 40,000/- (Lump Sum)
<b>vii</b>	Educational qualifications	<u>Essential qualifications:</u> (i) Indian Nationals holding Graduate/Post

		<p>Graduate degree in Law from recognized Universities, Colleges and Institutions of National and International repute; and/or Chartered Accountant qualification.</p> <p>(ii) Candidates should have obtained at least 50% marks in the 3 Year LLB or 5 Year integrated LLB degree program or Post Graduation degree program or should have qualified the Chartered Accountant examination.</p> <p><u>Preferred qualifications:</u></p> <p>(i) Chartered Accountants who have completed their article-ship in taxation, and law graduates/post graduates who have been engaged in research work/projects in taxation shall be preferred.</p> <p>(ii) Candidate having skills in information &amp; communication technology (ICT) with good communication and interpersonal skills shall be preferred.</p>
<b>viii</b>	Job Description	<p>The Young Professionals will be attached with the office of Commissioner of Income Tax (Departmental Representative) (CIT (DR)) or Sr. Departmental Representative (Sr. DR) (mentors) in the Income Tax Appellate Tribunal, Mumbai for studying the paper books of listed cases, analyzing the judgements relied upon by the assessee, finding out judgements in favour of the department and identifying distinguishing facts wherever applicable, and preparing the briefing notes and written submissions. They will also undertake research/study on specific points as briefed by CIT (DR)/Sr. DR. The Mentor concerned will provide a brief orientation of deliverables expected from the Young Professional at the time of joining.</p>
<b>ix</b>	Selection Process	<p>Selection process will involve two stages:</p> <p>(i) Screening of applications, and</p>

	(ii) Interview
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3. The format of Application Form in PDF file or MS Word file can be downloaded by the candidates from the website of Income Tax Department, Mumbai. The path for the same is as under:

***www.incometaxmumbai.gov.in -> News And updates And Tenders -> Young Professional Scheme PDF Form (Download Form in Word)*** [Dated 14.08.2023]

Candidates can also directly download the Form in PDF format using below mentioned link:

***www.incometaxmumbai.gov.in/pdf/young-professional-scheme-form.pdf***

4. The duly filled Application Form has to be accompanied by self-attested photocopies of the following documents:

A. Proof of Identity (any one of the below)

- a. Aadhar
- b. Passport

B. Proof of date of birth

- a. Matriculation/10th Standard or equivalent certificate

C. Proof of Educational Qualifications (all of the below)

- a. Matriculation/10th Standard or equivalent Certificate
- b. Marksheet of Matriculation/10th Standard or equivalent
- c. HSC/12<sup>th</sup> Standard or equivalent Certificate
- d. Marksheet of HSC/12<sup>th</sup> Standard or equivalent
- e. Degree Certificate/s for Graduate/Post Graduate qualification in Law and Certificate for Chartered Accountant qualification - as per qualifications claimed
- f. Mark sheets pertaining to all academic years/semesters for Point (e)
- g. In absence of final Degree certificate/s, provisional certificate/s, as applicable
- h. Any documents in support of preferred qualifications as per

Point (vii) of the Table above.

**5. Mode of submission of Applications:** The Application Form has to be submitted in offline mode, as per Para 5.1 below. The scanned copy of the same Form has to be mandatorily emailed also, as per Para 5.2 below.

**5.1** The duly filled and signed Application Form along with supporting documents must reach the following office in physical mode on or before **18.09.2023** till **06:00** PM:

Office of Joint Commissioner of Income Tax (HQ) Coordination  
Room No. 335, Aayakar Bhavan, Maharshi Karve Road,  
Mumbai – 400 020, Maharashtra

**5.2** A scanned copy of the duly filled Application Form along with supporting documents in PDF format must also be sent by email to the following email ID, so as to reach the below email ID on or before **18.09.2023** till **06:00** PM.

[mumbai.dcit.hq.coord@incometax.gov.in](mailto:mumbai.dcit.hq.coord@incometax.gov.in)

Incomplete applications and applications received after the due date shall be summarily rejected and no correspondence in this regard will be entertained.

**6.** Based on the applications received, the shortlisted candidates will be informed through email and/or by speed post for personal interview. No Transport allowance or Dearness Allowance shall be paid to the shortlisted candidates for attending the interview. At the time of interview, the shortlisted candidates will have to produce their bio-data and certificates/documents in original for verification.

**Date:24.08.2023**

Sd/-  
**(Garima Gaur, IRS)**  
**Deputy Commissioner of Income Tax (HQ)**  
**Coordination, Mumbai**