



सत्यमेव जयते

भारत सरकार
GOVERNMENT OF INDIA
कार्यालय, प्रधान मुख्य आयकर आयुक्त, मुंबई
OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX
12A, Aayakar Bhavan, Maharshi Karve Road, Mumbai - 20.
(022) 2201 6181 (Direct), EPABX 2203 9131 Extn. 2345
Email: mumbai.ito.hq.security@incometax.gov.in

No. Pr. CCIT/Mum/Admin/Caretaker/Appointment/2025-26/82

Dated: 13/03/2026

To,
All the Head of Offices
Income Tax Department,
Mumbai.

Sir/Madam,

Sub: Appointment of Caretaker at Office buildings of Income-tax Department, Mumbai
reg.-

Kindly refer to the above cited subject.

2. In this regard, I am directed to state that it is proposed to appoint a "caretaker" in the Income-tax Department at the following office buildings: -

Sr. No.	Name of the Office Building
1	Aaykar Bhavan
2	Aaykar Shikhar Nariman Point Building
3	Kautilya Bhavan
4	Cumbala Hill MTNL Bldg.
5	Earnest House
6	World Trade Center (WTC)
7	Mahalaxmi Chambers
8	Piramal Chambers
9	Scindia House
10	Vashi Office
11	Vashi MTNL
12	Pratistha Bhavan Old CGO complex

3. The eligibility criteria for the post of "Caretaker" will be following.

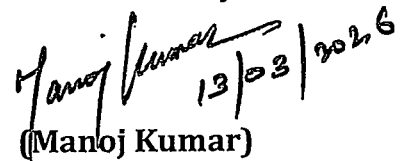
"Administrative Officer, Inspectors, Office Superintendent, Senior Tax Assistant, Tax Assistant, MTS or Similar Grades"

4. In suppression to earlier communication the tenure of the caretaker will have a fixed period of two years.

5. The selected officials will be entitled to all allowances as admissible under the rules for working before/after the regular office hours.

6. The prescribed application attached with this letter along with Bio-Data of the officials, working in your office, who are willing to take up the assignment, may please be forwarded so as to reach in this office **on or before 20.03.2026** positively.
7. No candidate shall be allowed to withdraw his/her nomination in the event of his selection to the post.
8. There will be a mandatory cooling-off period of two years after completing the fixed tenure. Therefore, an official, who has completed two years of tenure as caretaker cannot apply again without completing the cooling-off period of two years.
9. This issue with the approval of the competent authority.

Yours faithfully,


(Manoj Kumar)

Income Tax Officer (HQ) Security, Mumbai
for, The Pr. Chief Commissioner of Income-tax, Mumbai

प्र.1 Name/ नाम :

प्र.2 Designation/ पद :

प्र.3 Education/ शैक्षणिक योग्यता :

प्र.4 Date of Birth/ जन्म तिथि :

प्र.5 Date of Joining/ सेवा में शामिल होने की तिथि :

प्र.6 Date of retirement/ सेवानिवृत्ति की तिथि :

प्र.7 Office/Present posting / वर्तमान नियुक्ति कार्यालय:

प्र.8 Date of present and earlier promotion/ वर्तमान तथा पिछले ग्रेड में आपके पदोन्नतिकी तिथि :

प्र.9 Residential address/ आवासीय पता :

प्र.10 What is the main job of the caretaker of a Government Building/ सरकारी भवन के कार्यवाहक का मुख्य कार्य क्या है ?

प्र.11 How will you fulfill your duties as a caretaker/ आप कार्यवाहक के कर्तव्यों का पालन कैसे करेंगे ?

प्र.12 Why do you want to become a caretaker of an office building/आप ऑफिस बिल्डिंग के केयरटकेर क्यों बनना चाहते हैं ?

प्र.13 Do you have any experience as a caretaker or experience of working under a caretaker/ क्या आपको केयरटकेर के रूप में कार्य करने या केयरटकेर के अधीन कार्य करने का कोई अनुभव है ?

प्र.14 How will you maintain the office building on a regular basis/आप कार्यालय भवन का नियमित रखरखाव कैसे करेंगे ?

प्र.15 How will you ensure a smooth functioning of the office building/आप कार्यालय भवन के सुचारु संचालन को कैसे सुनिश्चित करेंगे ?

प्र.16 How will you ensure cleanliness of the office building/आप कार्यालय भवन की स्वच्छता कैसे सुनिश्चित करेंगे ?

प्र.17 How will you ensure the safety of the office related material/आप कार्यालय के सामान और कार्यालय की चीज़ों की सुरक्षा कैसे करेंगे ?

प्र.18 Please provide preference of posting in any Income tax office, Mumbai
(any three)/कृपया किसी भी इन्कम टैक्स कार्यालय, मुंबई में पदस्थपना की प्राथमिकता
प्रदान करें(कोई भी तीन)