



GOVERNMENT OF INDIA
OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX, MUMBAI
3rd Floor, AayakarBhavan, MaharshiKarve Road, Mumbai - 20.
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email : mumbai.ito.hq.admin2@incometax.gov.in

F.No. Pr. CCIT/Mum/Admn.II/CARETAKER/2026-27

Dated :- 20.07 .2026

**NOTICE FOR APPOINTMENT OF CARETAKER AT INCOME TAX
RESIDENTIAL BUILDING (QUARTER)**

Applications for the appointment of caretaker for the following Residential Income tax buildings (quarter) are invited:-

Sr.No.	Name of the Residential Buildings :-
1)	Antop Hill – Bldg. No.45(Type – I), 46 & 48 (Type – II)
2)	Antop Hill – Bldg. No.53, 54, 55 & 58 (Type – II)
3)	Antop Hill – Bldg. No.3, 14, 15 & 17 (Type – III)
4)	Bhandup – Bldg. No.6 (Type – I), Bldg. No. 8, 13, 14 & 15 (Sector B) (Type – II) Bldg. No.4 (Sector A) (Type – III)
5)	Belapur – Bldg. E – 1 to 22 and F – 31 to 34 (Type II & III)
6)	Goregaon – Bldg. SBI – I, II, III & IV (Type – III) & Bldg. ITOC – 4 th Floor, 5 th Floor & 6 th Floor (Type – III)
7)	Powai – Bldg. No. 15A, 15B & 15C (Type-II)
8)	Powai – Bldg. No.13A & 13B (Type – III)
9)	Oshiwara MHADA Colony, Andheri (W), Type-III

2. Eligibility Criteria for Care-taker :

OS, TA, NS or similar grade for Type – I & Type – II

ITO, ITI, OS or similar grade for Type – III

The Officer/Official must have been allotted a residential flat in the quarter for which she/he is applying to be a caretaker.

3. The selected Officers/Officials shall be entitled to all allowances as admissible under the rules for working before/after the regular office hours.

4. The applications along with Bio-data of the Officers/Officials who are willing to take up the assignment may please be forwarded so as to reach this office on or before **30.07.2026** positively.

5. No applicant shall be permitted to withdraw her/his nomination letter in the event of her/his selection to the post.

6. Caretakers will have a fixed tenure of 1 years. The appointed care takers may be removed before the specified period, in case of any irregularity found/observed.

7. There will be a mandatory cooling-off period of 1 year after completing the fixed tenure. Therefore, an Officer/Official who has completed 1 year of tenure as caretaker can not apply again without completing the cooling-off period of 1 year.

8. The notice alongwith format for application is uploaded on the website :- www.incometaxmumbai.gov.in.



(SUBHENDU SINHA)

Income Tax Officer (HQ), Administration-II, Mumbai.
For Pr. Chief Commissioner of Income-tax, Mumbai.

Application for the post of Caretaker

- 1 Name:
- 2 Designation:
- 3 Education:
- 4 Date of Joining
- 5 Date of Birth:
- 6 Name of the building/ colony for which the applicant is applying as caretaker
- 7 Office/ Present Posting:
- 8 Designation at The Time of Joining:
- 9 Residential Address:
- 10 Mob. No:
- 11 Experience:

Date

Sign

Document attached: -

- 1) Joining Report
- 2) ID Card
- 3) Residential Address Proof