



Income Tax Department

Pune Region

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

This user guide will help you on how to fill the application form, how to make the payment and how to submit it successfully.

To start filling the application form, users must be registered first to the application. The user guide for how to register to the application is already provided in the other link. Once you register successfully, the application will navigate you to fill the form. In case you have logged out, you can again login to the application and start filling it.

Personal Details Tab

The first step in the application process is to add our personal information.

**Income Tax Department**
Pune Region v1.0.0

Session Ends In : 47m 58s ? 🔒 ↻

1 Personal Details

2 Education & Experience

3 Sports Event Details

4 Document Upload

5 Preview and Submit

6 Payment Details

Personal & Address Details

The form requesting personal information and address details for the Recruitment Application Processing aims to collect essential data for eligibility assessment. It requires details of personal and address for income tax-related benefits or opportunities.

Personal Details:

* First Name

rajadot

Middle Name

subhash

Last Name

herlekar

* Email ID

XXXXXXXXXX@XXXXXX.XX

* Mobile No.

XXXXXXXXXX

* Aadhaar No.

XXXXXXXXXX

* Gender

☒ Male ☐ Female

* Nationality

☒ Indian ☐ Other

* Father Full Name

dhfh

* Mother Full Name

hdfhfh

* Category

OBC

* Date Of Birth

31-Dec-2006

Age as on 01-01-2026

YEARS	MONTHS	DAYS
19	0	1

Post Preferences:

* First Preference

Second Preference

Third Preference

Tax Assistant(TA)

Choose Post

Choose Post

Current Address :

* Address Line 1

fdfdsf

Address Line 2

gsdg

* State/UTs

Maharashtra

* City

dsgs

* Pincode

465655

Permanent Address :

* Address Line 1

fdfdsf

Address Line 2

gsdg

* State/UTs

Maharashtra

* City

dsgs

* Pincode

465655

Copy in case same as current address

Save & Next

Fill all the information in the Personal Details section.



Income Tax Department

Pune Region

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

To be eligible to apply for any position, please ensure that you meet the following criteria:

1. Age Requirement: You must be above 18 years old.
2. Nationality: You must have Indian nationality.

Age Limit:

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

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.

You can select the Post preferences in the next section. As per your eligibility, you can select the preferences. Maximum 3 preferences are allowed.

Now in the address section, enter the Permanent and current address. If both are the same, you can select the copy in case it is the same as the current address button and it will copy all the data from current address to permanent address.

Once you fill all the information on the Personal Information tab, click on the Save and Next button. It will navigate to the Education and Experience section.



Income Tax Department

Pune Region

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

Education & Experience

Once the Personal Details are filled, the Education & Experience details page will open as shown in the image below.

Please enter the required details in the respective fields. After filling the mandatory fields, click on the Add button shown in the image below.

After clicking on the Add button, education data will be shown in the table as shown in the image below. Like this you need to add the education details as per the preferences you have selected in the personal details section.



Income Tax Department

Pune Region

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

**Income Tax Department**
Pune Region v1.0.0



1 Personal Details

2 Education & Experience

3 Sports Event Details

4 Document Upload

5 Preview and Submit

6 Payment Details

An education summary should include only relevant academic qualifications and accomplishments. This makes it important to know the information to add to your education summary to prove you are the perfect fit for the position. Please note proof required

* Examination
Examination

* Passing Year & Month
Select month

* Name of School/College
Name of School/College

* Percentage/Grade
Percentage/Grade

* Name of Board / University / Institute
Name of Board / University

+ Add

Action	Sr. No.	Examination	School / College	Name of Board / University	Passing Month & Year	Percentage / Grade
	1	Graduation in any faculty	Dr.J.J.Magdum college of engineering Jaysingpur	Shivaji University Kolhapur	Feb-2020	88%

☐ Do You Have Any Working Experience ?

Previous

Save & Next

The below table indicates which post preference requires maximum qualification:

Essential Educational Qualifications:

Sr. 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



Income Tax Department

Pune Region

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

In our application you can edit and delete previously filled education using the Delete and Edit options in the Action column.

**Income Tax Department**
Pune Region v1.0.0

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↺

1

Personal Details

2

Education & Experience

3

Sports Event Details

4

Document Upload

5

Preview and Submit

6

Payment Details

Education And Work Experience

An education summary should include only relevant academic qualifications and accomplishments. This makes it important to know the information to add to your education summary to prove you are the perfect fit for the position. Please note proof required

* Examination
Examination

* Name of School/College
Name of School/College

* Name of Board / University / Institute
Name of Board / University

* Passing Year & Month
Select month

* Percentage/Grade
Percentage/Grade

+ Add

Action	Sr. No.	Examination	School / College	Name of Board / University	Passing Month & Year	Percentage / Grade
 	1	Graduation in any faculty	Dr.J.J.Magdum college of engineering Jaysingpur	Shivaji University kolhapur	Feb-2020	88%

☐ Do You Have Any Working Experience ?

Previous

Save & Next

If you want to edit the data then click on the edit option as shown in the image below and edit the information and then click on the update button given on the right side. Your data will be updated. Same in case of delete, if you want to delete the education detail, just click on the delete button provided in the table.

**Income Tax Department**
Pune Region v1.0.0

?

🔒

↺

1

Personal Details

2

Education & Experience

3

Sports Event Details

4

Document Upload

5

Preview and Submit

6

Payment Details

Education And Work Experience

An education summary should include only relevant academic qualifications and accomplishments. This makes it important to know the information to add to your education summary to prove you are the perfect fit for the position. Please note proof required

* Examination
Graduation in any faculty

* Name of School/College
Dr.J.J.Magdum college of engineering, Jaysingpur

* Name of Board / University / Institute
Shivaji university kolhapur

* Passing Year & Month
Aug-2020

* Percentage/Grade
88%

+ Update

Action	Sr. No.	Examination	School / College	Name of Board / University	Passing Month & Year	Percentage / Grade
 	1	Graduation in any faculty	Dr.J.J.Magdum college of engineering, Jaysingpur	Shivaji university kolhapur	Aug-2020	88%

☐ Do You Have Any Working Experience ?

Previous

Save & Next



Income Tax Department

Pune Region

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

Now, after filling the educational details, if you have worked in any government company before or you are working in any government company, then on the same page check the option "Do you have work experience?" as shown below. You will see work experience related fields.

Income Tax Department
Pune Region v1.0.0

Personal Details Education & Experience Sports Event Details Document Upload Preview and Submit Payment Details

Education And Work Experience

An education summary should include only relevant academic qualifications and accomplishments. This makes it important to know the information to add to your education summary to prove you are the perfect fit for the position. Please note proof required

* Examination * Name of School/College * Name of Board / University / Institute

Examination Name of School/College Name of Board / University

* Passing Year & Month * Percentage/Grade

Select month Percentage/Grade

+ Add

Action	Sr. No.	Examination	School / College	Name of Board / University	Passing Month & Year	Percentage / Grade
No information added yet.						

☐ Do You Have Any Working Experience ?

Previous Save & Next

After clicking on that option, the work experience field will appear as shown in the image below, in which you have to fill in your experience details. Once you fill one record click on the add button. You can add multiple records like this. If you are still working, then just switch on is still working?

Income Tax Department
Pune Region v1.0.0

Personal Details Education & Experience Sports Event Details Document Upload Preview and Submit Payment Details

Select month Percentage/Grade

+ Add

Action	Sr. No.	Examination	School / College	Name of Board / University	Passing Month & Year	Percentage / Grade
No information added yet.						

☒ Do You Have Any Working Experience ?

* Organization Name * Post Name * Organization Type

UjVilas Technologies and Software Pvt. Ltd. (UVTechSoft) MTS Public Sector Undertaking (PSU)

* Joining Date Is Currently Working? * Last Working Date

18/12/2019 No 21/12/2023

+ Add

Action	Sr. No.	Organization Name	Post	Organization Type	Joining Date	Is Currently Working ?	Last Working Date
No information added yet.							

Previous Save & Next



Income Tax Department

Pune Region

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

After clicking on the Add button, the work experience data you filled in will be added to the table as shown in the image below.

Income Tax Department
Pune Region v1.0.0

Personal Details Education & Experience Sports Event Details Document Upload Preview and Submit Payment Details

Passing Year & Month: Select month Percentage/Grade: [+ Add](#)

Action	Sr. No.	Examination	School / College	Name of Board / University	Passing Month & Year	Percentage / Grade
No information added yet.						

☒ Do You Have Any Working Experience ?

Organization Name: Post Name: Organization Type: [+ Add](#)

Joining Date: Is Currently Working? Last Working Date: [+ Add](#)

Action	Sr. No.	Organization Name	Post	Organization Type	Joining Date	Is Currently Working ?	Last Working Date
	1	UjVilas Technologies and Software Pvt. Ltd.(UVTechSoft)	MTS	Public Sector Undertaking (PSU)	18/12/2019		13/12/2023

[Previous](#) [Save & Next](#)

If you want to update the data in the work experience table, click on the edit option present in the action column in the table.

Income Tax Department
Pune Region v1.0.0

Personal Details Education & Experience Sports Event Details Document Upload Preview and Submit Payment Details

Passing Year & Month: Select month Percentage/Grade: [+ Add](#)

Action	Sr. No.	Examination	School / College	Name of Board / University	Passing Month & Year	Percentage / Grade
No information added yet.						

☒ Do You Have Any Working Experience ?

Organization Name: Post Name: Organization Type: [+ Add](#)

Joining Date: Is Currently Working? Last Working Date: [+ Add](#)

Action	Sr. No.	Organization Name	Post	Organization Type	Joining Date	Is Currently Working ?	Last Working Date
	1	UjVilas Technologies and Software Pvt. Ltd.(UVTechSoft)	MTS	Public Sector Undertaking (PSU)	18/12/2019		13/12/2023

[Previous](#) [Save & Next](#)

Once all the information regarding education and experience is filled, click on the Save & Next button. The records will get saved.



Income Tax Department

Pune Region

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

Sports Events Details

Once all the education and experience, personal information is filled, the application will ask for the sports event's details. Users must add at least one event details in any of the years 2026, 2025, 2024, 2023 or 2022 or they can add maximum 3 sports events details in each year.

Income Tax Department

Pune Region

Session Ends In: 58m 30s

Personal Details

Education & Experience

Sports Event Details

Document Upload

Preview and Submit

Payment Details

Sport Event Details

Please add details about your sports achievements. You can add your top 3 performances. If you have any achievement in 2026, 2025, 2024, 2023 or 2022 then add it. At least one event must be filled out as mandatory in any of the above mentioned year.

Please add your top 3 performance in 2026 year

Please add your top 3 performance in 2025 year

Please add your top 3 performance in 2024 year

Please add your top 3 performance in 2023 year

Please add your top 3 performance in 2022 year

If you have filled sports events above, then download the following form and upload the form with above events.

Sr no.	Achievement in Sport Event/Game	Download
1	If represented India at International Competition with the clearance of the Department of Sports, Ministry of Youth Affairs and Sports.	Form 1
2	If represented a State/Union Territory in the Senior or Junior level national championships organized by the National Sports Federations recognized by the Department of Sports, Ministry of Youth Affairs & Sports or National Games organized by the Indian Olympics Association and have won medals or positions up to 3rd place.	Form 2
3	If represented a university in an Inter-University competition conducted by the Association of Indian Universities / Inter-University Sports Board and have won medals or positions up to 3rd place in finals.	Form 3
4	If 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.	Form 4
5	If represented a university in Khelo India University Games conducted with authorization of Department of Sports, Ministry of Youth Affairs and Sports and have won medals or positions upto 3rd place or 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.	Form 5

Previous

Save & Next

Click on the + sign as shown in the image above. It will ask for the details of the events. Please fill in the details of the sports and save the form. You can also edit the details or delete the details if you want.

Income Tax Department

Session Ends In: 58m 30s

Personal Details

Education & Experience

Sports Event Details

Document Upload

Sport Event Details

Please add details about your sports achievements. You can add your top 3 performances. If you have any achievement in 2026, 2025, 2024, 2023 or 2022 then add it. At least one event must be filled out as mandatory in any of the above mentioned year.

Please add your top 3 performance in 2026 year

Please add your top 3 performance in 2025 year

Add New Event Details

Event Name

Select Event

Sport Name

Select Sport Name

Location

Enter Location

Event Date

Select date

Position

Select Position

Special Achievement (if any)

Enter Special Achievement

Cancel

Add & Close



Income Tax Department

Pune Region

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

Please add your top 3 performance in 2026 year

Inter-University Tournament



Sport Name : Badminton

Rank : Second Event Date : 04/01/2026

Location : sangli

Special Achievement :



Please add your top 3 performance in 2025 year

You have to attach the forms also with the given details in the documents section. The form download link is given in the bottom section of the Sports events details page. Please download the respective form, fill it and upload in the documents section of the application.

Sr no.	Achievement In Sport Event/Game	Download
1	If represented India at International Competition with the clearance of the Department of Sports, Ministry of Youth Affairs and Sports.	Form 1
2	If represented a State/Union Territory in the Senior or Junior Level national championships organized by the National Sports Federations recognized by the Department of Sports, Ministry of Youth Affairs & Sports or National Games organized by the Indian Olympics Association and have won medals or positions up to 3rd place.	Form 2
3	If represented a university in an Inter-University competition conducted by the Association of Indian Universities / Inter-University Sports Board and have won medals or positions up to 3rd place in finals.	Form 3
4	If 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.	Form 4
5	If represented a university in 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 or 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 up to 3rd place in finals.	Form 5



Income Tax Department

Pune Region

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

Upload Documents

Now, as we have filled in our Personal details, Education and Experience, sports events etc. Now the user needs to submit their required mandatory documents.

They need to submit a photograph, signature and all educational documents. In case they are currently working, they need to submit a No Objection Certificate (NOC) from the current organisation in case they are working for state government, PSU or central government then caste certificate (if applicable), and sports/event documents in the given restricted size and pixel.

**Income Tax Department**
Pune Region v.1.0.0

1

Personal Details

2

Education & Experience

3

Sports Event Details

4

Document Upload

5

Preview and Submit

6

Payment Details

Upload Documents

Please upload the necessary documents for eligibility assessment to proceed to the next step, please make sure quality of document

If the document or images pertains to compression or crop, you can use following links for the compression or crop images.
<https://www.pdf2go.com/>
<https://tools.pdf24.org/>
<https://www.adobe.com/>
<https://www.compress2go.com/>
<https://smallpdf.com/>
<https://www5.kunapi.com/>
<https://www.ilovepdf.com/>
<https://www.img2go.com/>

Sr. No.	Document Name	Type	Size	Action
1	Profile Photo (350px x 450px)	JPEG/ JPG/ PNG file	256 KB	Upload
2	Signature (350px x 140px)	JPEG/ JPG/ PNG file	50 KB	Upload
3	Aadhaar Card	Only PDF file	400 KB	Upload
4	10th Pass/Matriculation Bharati Mar-2023	Only PDF file	300 KB	Upload
5	Certificate of Inter-University Tournament Athletics 2023-01-01 Second	Only PDF file	300 KB	Upload
6	FORM 3 For Inter-University Tournament Athletics 2023-01-01 Second	Only PDF file	300 KB	Upload
7	Category Certificate	Only PDF file	400 KB	Upload

[Previous](#) [Save & Next](#)

After uploading all mandatory documents, they need to click the "Save and Next" button. In case they want to make changes, they should use the "Previous" button for editing.



Income Tax Department

Pune Region

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

Preview and Submit

After completing the documentation process, the user can view their filled application form. They can check in case they want to change any information by using the previous button. Also, if all information is correct, they can submit the application form and print it. But before submitting the form, user should be aware of the following points:

1. Once the form is submitted, no changes will be considered afterward.
2. Users will not be able to edit any information once the form is submitted.
3. Users cannot submit another form using the details already provided in this application.
4. Users should ensure all information is accurate before submission as there is no provision for modifications post-submission.
5. Users should double-check that they have included all required documents and details before confirming submission.

Below image shows how the form will look like at the Preview and Print stage:



Income Tax Department

Pune Region

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

**Income Tax Department**
Pune Region v1.0.0

Session Ends in : 39m 37s

Personal Details

Education & Experience

Sports Event Details

Document Upload

Preview and Submit

Payment Details

Preview & Submit Form

Please review your details and submit your sports recruitment application. Ensure accuracy before submitting form.



PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX (CCA), PUNE

APPLICATION FOR RECRUITMENT OF MERITORIOUS SPORTS PERSONS IN THE CADRE OF STENOGRAPHER, TAX ASSISTANT, MULTI-TASKING STAFF -2026

(Please read through the instructions in the notification before filling up the application)

Post applied for:

Post Applied For	Tick	Order of Preference(1,2 & 3)
Stenographer Grade-II(Steno)	☒	1
Tax Assistant(TA)	☒	2
Multi-Tasking Staff(MTS)	☒	3

Note : income a candidate does not tick any columns(post);the application will be summarily rejected.



Personal Details

Candidate Name : rajdoot subhash herlekar
Father Name : subhash
Mother Name : chhaya
Date of Birth(dd/mm/yyyy) : 01/07/2003
Age as on 01-01-2026 : 22 years 6 months 0 days
Gender : Male
Nationality : Indian
Mobile No. : 9890000000
E-mail : rajdootsubhashherlekar@gmail.com
Aadhar No. : 9890000000000000000
Category : General

Address for communication with Pin Code

Address Line 1 : Gaobhag
Address Line 2 : haripur road
State : Maharashtra
City : sangli
Pincode : 418416

Permanent Address with Pin Code

Address Line 1 : Gaobhag
Address Line 2 : haripur road
State : Maharashtra
City : sangli
Pincode : 418416

Educational Information

Sr. No.	Examination	School / College	Name of Board / University	Passing Month & Year	Percentage / Grade
1	Graduation in any faculty	sfsd	dsgsd	Feb-2026	67
2	12th (+2 stage)/Diploma/Intermediate	sfsdgsd	dsgsdg	Jan-2026	6
3	10th Pass/Matriculation	efewf we	efwefwe	Jan-2025	6

Experience Information

Sr. No.	Organization Name	Post	Organization Type	Joining Date	Is Currently Working ?	Last Working Date
No Data Found						

Sports Events

Year 2026

Sr. No.	Name Of Event	Sports Name	Date Of Event	Place Of event	Rank
1	Inter-University Tournament	Badminton	04/01/2026	sangli	Second
2					
3					

Year 2025

Sr. No.	Name Of Event	Sports Name	Date Of Event	Place Of event	Rank
1					
2					
3					

Year 2024

Sr. No.	Name Of Event	Sports Name	Date Of Event	Place Of event	Rank
1					
2					
3					

Year 2023

Sr. No.	Name Of Event	Sports Name	Date Of Event	Place Of event	Rank
1					
2					
3					

Year 2022

Sr. No.	Name Of Event	Sports Name	Date Of Event	Place Of event	Rank
1					
2					
3					

Documents

Sr. No.	Document Name	Is Attached?
1	Profile Photo	☒
2	Signature	☒
3	Aadhaar Card	☒
4	10th Pass/Matriculation asfas Feb-2026	☒
5	12th (+2 stage)/Diploma/Intermediate gsgd Jan-2026	☒
8	Graduation in any faculty pune Jan-2026	☒
13	Certificate of Inter-University Tournament Badminton 2026-01-04 Second	☒
14	FORM 3 For Inter-University Tournament Badminton 2026-01-04 Second	☒

[Previous](#)[Print](#)[Submit](#)



Income Tax Department

Pune Region

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

Payment Details

After previewing and submitting the form, click on the save and next button. The payment details page will open as shown in the picture below.

After opening the payment details page, you will see the user manual and video guide option on the left side of the page. You can use it to see how to pay the application fee or read the manual and follow the instructions.



Income Tax Department

Pune Region

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

If you want to make a payment, click on "Visit Bharatkosh Website" button as below image.

Income Tax Department
Pune Region v1.0.0

Personal Details Education & Experience Sports Event Details Document Upload Preview and Submit Payment Details

The submission of your application form has been successfully processed.
Your ARN No. - 202312218407

Your application is not completed yet, You're in the final steps of the application process.
To proceed, kindly complete the payment by following the instructions provided.

Refer to the instructions given in the user manual for details on how to pay your application fee online. Alternatively, you can watch the video guide for a step-by-step walkthrough.

Read User Manual Watch Video Guide

To access the Bharat Kosh website, please click on the button below.

Visit Bharatkosh Website

Submit Payment Details

* Reference No. (As given in Payment Receipt)
Enter Reference No.

* Payment Receipt
Select File

*Please choose file in the PDF, JPEG, PNG, or JPG formats only & Maximum 32KB in size.

Submit

Once the payment is done successfully, come back to the payment details page, you will see the submit payment details option on the right side of the page, in which you need to upload the reference number (as given in the payment receipt) and the image or PDF of the payment receipt.

Income Tax Department
Pune Region v1.0.0

Personal Details Education & Experience Sports Event Details Document Upload Preview and Submit Payment Details

The submission of your application form has been successfully processed.
Your ARN No. - 202312218407

Your application is not completed yet, You're in the final steps of the application process.
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Read User Manual Watch Video Guide

To access the Bharat Kosh website, please click on the button below.

Visit Bharatkosh Website

Submit Payment Details

* Reference No. (As given in Payment Receipt)
Enter Reference No.

* Payment Receipt
Select File

*Please choose file in the PDF, JPEG, PNG, or JPG formats only & Maximum 32KB in size.

Submit



Income Tax Department

Pune Region

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

After filling in the payment details and submitting it, an alert message will appear where you will see the option of Yes and No. After clicking on Yes, your final form will be submitted.

Now the following page will open. In which you can Logout form the application, or you can print the form or you can view the payment receipt.

The screenshot shows the 'Income Tax Department Pune Region v1.0.0' header. A progress bar at the top indicates the completion of six steps: Personal Details, Education & Experience, Sports Event Details, Document Upload, Preview and Submit, and Payment Details. The main content area features a large green checkmark icon and the text 'Your application has been submitted' with the ARN number 'ARN No: 202312216407'. Below this, a list of four instructions is provided: 1. Regularly check the official website for updates and announcements related to the recruitment process. 2. Keep an eye on your email and other provided channels for important updates or additional requirements. 3. Be ready for potential evaluations as the selection process progresses. 4. Take a moment to acknowledge your accomplishments and the effort you've put into your application. At the bottom, there are three buttons: 'Print Form', 'View Receipt', and 'Logout'.

Income Tax Department
Pune Region v1.0.0

Personal Details Education & Experience Sports Event Details Document Upload Preview and Submit Payment Details

Your application has been submitted
ARN No: 202312216407

1. Regularly check the official website for updates and announcements related to the recruitment process.
2. Keep an eye on your email and other provided channels for important updates or additional requirements
3. Be ready for potential evaluations as the selection process progresses.
4. Take a moment to acknowledge your accomplishments and the effort you've put into your application.

[Print Form](#) [View Receipt](#) [Logout](#)

Thank You.