

5000 OPPORTUNITIES AVAILABLE



INCOME TAX DEPARTMENT IN PARTNERSHIP WITH NIIT INVITES APPLICATIONS FROM GRADUATES TO BECOME TAX RETURN PREPARERS

Income Tax Department intends to train a fresh batch (Batch-II) of 5000 graduates as Tax Return Preparers (TRPs) across the country. The TRP will be authorized to prepare Income Tax Returns for individual and HUF taxpayers. The Tax Return Preparer Scheme (TRPS) [see Notification Number S.O. 2039(E) dated 28th November 2006 as amended vide Notification Number 84/2010 dated 22nd November 2010 on www.trpscheme.com] was launched by the Income Tax Department during the year 2006-07. Graduates who successfully complete the training will be issued a Certificate and a Unique Identification Number which will authorize them under the Income Tax Act, 1961 to work as self-employed Tax Return Preparers (TRPs). The cost of training will be borne by the Income Tax Department. **Training or certification does not entail any right for Government employment for the successful candidates.**

Applications are invited from interested persons from all over India. To ensure a wider presence of TRPs throughout the country, centres have been identified at various locations and candidates will be short-listed from each centre up to a maximum of 10 times the number of TRP seats available in the centre. You can check the number of available TRP seats from the table given below. Short-listed candidates will be invited for an enrollment exam. Successful candidates will be trained to become TRPs.

Avail this unique opportunity to be a proud professional, work from your home town and help your people file their Income Tax Returns.

Note: If sufficient number of applications is not received for any centre, Income Tax Department reserves the right to close the centre or merge the centre with another centre.

A. ELIGIBILITY CRITERIA

- Qualification:** Candidates should possess a Bachelor's degree from a recognized university in any of the following subjects:
 - Law (LLB)
 - Economics (B.A/B.Sc.)
 - Statistics (B.A/B.Sc.)
 - Mathematics (B.A/B.Sc.)
 - Commerce (B.Com.)
 - Business Management/Administration (BBM/BBA)
- Age:** Candidates between the age of twenty-one (21) and thirty-five (35) years as on **1st April 2012** shall be eligible to apply. The candidates should have been born on or after 1st April 1977, or should have been born on or before 31st March 1991.

B. ROLE OF A TRP

On successful completion of training and certification, TRPs will be authorized to:

- Prepare and file Income Tax Return of individual and HUF taxpayers
- Prepare and file quarterly TDS statements
- Register as e-Return Intermediaries

C. REMUNERATION

TRPs will receive 3% of the tax paid for preparing and filing the first year's return of new taxpayers. For detailed terms and conditions pertaining to the TRP remuneration, please see Clause No. 9 in the notification S.O 2039(E) available on the TRPS website (www.trpscheme.com).

D. HOW TO APPLY

- Eligible candidates can apply online on the TRPS website www.trpscheme.com. Detailed instructions are available on the website.
- Please read the instructions on the online form carefully and ensure availability of all information for completing the form.
- Candidates can pay the application fee following any one of the procedures given below:

I. Payment Gateway/Online:

- Click on the "Pay online by Credit/Debit Card" button and pay Rs. 100 as application fee. Any other transaction charges will be borne by the candidate.
- Candidates will be required to provide details of their debit/credit cards as per the instructions given on the computer screen. On successful completion, a transaction ID will be generated that will appear on the computer screen.
- Candidates are required to note down or take a print out of the transaction ID. Candidates are required to keep this information available for completing the online application form.

CAUTION: In case you have not been able to take the print out, you may get in touch with your Bank and take the transaction ID.

II. Bank Challan/Offline:

- Click on the "Pay offline by Bank Challan" button to download and print the Bank Challan form from the website.
- Fill in the Bank Challan form in clear and legible handwriting in BLOCK LETTERS. Visit the nearest branch of State Bank of India with the duly filled Bank Challan and pay Rs. 100 as application fee. In addition, Bank will charge Rs. 50 from the candidates as Bank charges.
- Obtain the counterfoil (applicant's copy & NIIT's copy) of the Bank Challan duly received by the bank with (a) Branch Name & Code Number (b) Transaction ID/Journal No (c) Date of Deposit & Amount filled by the branch official.
- Candidates are required to keep this information available for completing the online application form.

- Candidates should have a scanned (digital) image of his/her photograph and signature that should be available before he/she starts filling the application form. Images taken from digital camera/mobile phone shall be acceptable only if these are clearly recognizable.

- Candidates should also have the mark sheets of the Bachelor's degree for all the three years available, before he/she starts filling the application form.

- Candidates are required to have a valid personal email ID. It should be kept active to receive timely information. In case, candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online. Under no circumstances, he/she should share/mention email ID to/ or of any other person.

- Now, you can click on the "Apply Now" button and fill the form.

- Candidates should mention the three digit centre preference code very carefully. Training centres with their codes are given in the table in part G of the advertisement.

- Candidates should indicate the preference of address on which they want to receive all communication related to the TRP Scheme.

- The online application form will be available till **20th August 2012**. The last date of filling the online application form is **20th August 2012**.

E. SELECTION PROCESS

- Applications received will be short-listed centre-wise on the basis of marks obtained in the Bachelor's examination to a maximum of 10 times the seats available at each centre.
- Centres for examination will be assigned on the basis of preference and merit list and the same will be indicated on the admit card.
- The names of short-listed candidates will be placed on the TRPS website www.trpscheme.com on or before **5th September 2012**.
- Short-listed candidates will be required to download the Admit card from TRPS website www.trpscheme.com and will be required to appear for the **Enrollment Exam** scheduled on **23rd September, 2012 from 10:00 a.m to 12:00 noon**.
- The enrollment exam will be of 2 hours duration and will consist of 160 objective type questions on General Aptitude in Mathematics, Reasoning, English Comprehension and General Awareness.
- The candidates who are successful after the written exam will go through a rigorous training program, including 15 days of self-study and 11 days of classroom-based training. Training along with study material will be provided by the Income Tax Department.
- After the training program, the candidates will go through an assessment examination. On passing the examination, they will be issued a Certificate and a Unique Identification Number, which will authorize them under the Income-Tax Act, 1961 to work as self-employed TRPs. They will also get subsequent support, through a web-based Knowledge Portal and Helpdesk, to prepare and file returns.

F. GENERAL INSTRUCTIONS

- Before applying, the candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement and accurately furnish the details in the application. The selection process will be carried out on the basis of details provided by the candidate. Candidature of any candidate is liable to be rejected at any stage of becoming the TRP or after becoming the TRP if any information provided by the candidate is found false or is not found in conformance with the eligibility criteria mentioned in the advertisement.
- Short-listed candidates will need to visit the website www.trpscheme.com and download their admit cards. They would be required to paste their passport size photograph on the downloaded admit cards.
- Short-listed candidates should reach their respective Enrollment Exam Centres with their admit cards and Identity Proof (Driving License, Passport, PAN Card and photo ID card) at least half an hour before the exam. In case a candidate does not possess any of the mentioned identity proofs, the downloaded admit card needs to be attested by a gazetted officer.
- Requests for change of mailing address, examination centre as declared in the application form shall not be entertained. However, ITD reserves the right to close or merge any centre depending on the response in that area/centre.
- An application once made will NOT be allowed to be withdrawn and the fee once paid will NOT be refunded (under any circumstances), nor will it be reserved for any other examination or selection process.
- The scheme only offers free training and study material to the candidates. **Selected candidates have to arrange for their boarding, lodging and transportation themselves.**
- Candidates are advised to check the website regularly for any further information/announcement about the enrollment and selection process.

G. TRAINING CENTRE CODES

State/UT	Training Centre	Centre Code	# of TRPs to be Trained
Andhra Pradesh	Hyderabad - Mehdiapatnam	001	50
	Hyderabad - Dilusukhnagar	002	50
	Secunderabad	003	50
	Vijayawada	004	100
	Visakhapatnam	005	50
	Warangal	006	50
Assam	Guwahati	007	50
	Jorhat	008	25
	Tinsukia	009	50
Bihar	Patna	010	50
	Darbhanga	011	50
	Bhagalpur	012	25
Chandigarh	Chandigarh	013	50
	Raipur	014	50
Chhattisgarh	Bhilai	015	25
	Bilaspur	016	50
Delhi	Delhi-North	017	100
	Delhi-South	018	50
	Delhi-West	019	100
	Delhi-East	020	50
Goa	Panaji	021	50
	Ahmedabad - Navrangpura	022	75
Gujarat	Ahmedabad - Vastrapur	023	75
	Rajkot	024	50
	Surat	025	50
	Vadodara	026	50
Haryana	Jam nagar	027	25
	Bhavnagar	028	25
	Gurgaon	029	50
	Faridabad	030	50
Himachal Pradesh	Panchkula	031	25
	Rohtak	032	50
Jammu & Kashmir	Shimla	033	50
	Jammu	034	50
Jharkhand	Srinagar	035	25
	Ranchi	036	50
	Dhanbad	037	75
	Hazaribagh	038	25
Karnataka	Jamshedpur	039	25
	Bangalore-Banashankari	040	50
	Bangalore-Koramangala	041	50
	Bangalore-Yeshwantpur	042	50
Kerala	Mysore	043	25
	Gulbarga	044	25
	Hubli	045	50
	Kochi	046	50
Madhya Pradesh	Kozhikode	047	25
	Thiruvananthapuram	048	50
	Kollam	049	25
	Bhopal	050	50
West Bengal	Jabalpur	051	25
	Indore	052	50
	Gwalior	053	25
	Ratlam	054	50
	Sagar	055	25

State/UT	Training Centre	Centre Code	# of TRPs to be Trained
Maharashtra	Mumbai - Churchgate	056	50
	Mumbai - Andheri	057	50
	Mumbai - Borivali	058	50
	Mumbai - Ghatkopar	059	50
	Mumbai - Matunga	060	50
	Mumbai - Thane	061	50
	Navi Mumbai	062	50
	Aurangabad	063	50
	Solapur	064	100
	Nashik	065	50
Meghalaya	Nagpur	066	50
	Kolhapur	067	25
Odisha	Solapur	068	25
	Shillong	069	25
Puducherry	Bhubaneswar	070	50
	Rourkela	071	25
Rajasthan	Puducherry	072	25
	Ludhiana	073	50
	Amritsar	074	50
	Jalandhar	075	25
Tamil Nadu	Patiala	076	50
	Jodhpur	077	50
	Udaipur	078	25
	Ajmer	079	25
Uttar Pradesh	Bikaner	080	25
	Jaipur	081	100
	Kota	082	50
	Chennai - Thiruvanniyur	083	50
Uttarakhand	Chennai - Mogappair	084	50
	Chennai - Pallavaram	085	50
	Chennai - Anna Nagar	086	50
	Madurai	087	50
West Bengal	Coimbatore	088	50
	Tiruchirappalli	089	50
	Lucknow	090	100
	Bareilly	091	25
	Varanasi	092	50
	Kanpur	093	100
	Meerut	094	50
	Gorakhpur	095	25
	Aligarh	096	25
	Ghaziabad	097	50
	Saharanpur	098	25
	Noida	099	50
	Dehradun	100	50
	Haldwani	101	25
	Kolkata-Sova Bazaar	102	50
	Kolkata-Garihat	103	50
	Kolkata - Salt Lake	104	50
	Siliguri	105	25
	Durgapur	106	50
	Haora	107	50



Income Tax Department
Department of Revenue, Ministry of Finance, Government of India

In partnership with **NIIT & TAXMANN**

for more information visit www.trpscheme.com or call 1800-10-23738