



Office of the
Pr. Chief Commissioner of Income Tax
Andhra Pradesh & Telangana, Hyderabad
10th Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.
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F. No. Pr. CCIT/Circulation/2021-22

Date:05.08.2021

CIRCULAR

Sub:- Uploading of Draft Recruitment Rules for various posts in Group B Gazetted & Group B Non-Gazetted – Calling for comments - Reg

Ref:- Letter from the ADIT, (CMD-II(a)) HRD, New Delhi in F.No. HRD/CMD-II/121/PS/01/2021-22/3100 dated 04/08/2021.

I am directed to forward herewith a copy of the letter along with its annexure received from the ADIT, (CMD-II(a)) HRD, New Delhi as mentioned above for information and necessary action for the following Group B Gazetted and Non-Gazetted posts:

1. Administrative Officer, Grade III
2. Private Secretary
3. Inspector of Income Tax
4. Stenographer Grade I
5. Office Superintendent

All the stakeholders are requested to send their comments, if any, through mail to hyderabad.dcit.hq.admin@incometax.gov.in (or) to this office by **25.08.2021**.

B. Srinivasa Rao

(बी.श्रीनिवासाराव/B. SRINIVASA RAO)
संयुक्त आयकर आयुक्त (मुख्यालय एवं प्रशासन) (OSD)
Jt. Commissioner of Income Tax (HQrs)(Admn) (OSD)
प्रधान मुख्य आयकर आयुक्त का कार्यालय
आन्ध्र प्रदेश व तेलंगाना, हैदराबाद
O/O Pr. CCIT, AP & TS, Hyderabad

Encls: As above.

To
All the stakeholders
AP & TS Region.



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
CENTRAL BOARD OF DIRECT TAXES
DIRECTORATE OF INCOME TAX
(HUMAN RESOURCE DEVELOPMENT)

2nd Floor, Jawahar Lal Nehru Stadium, Gate No. 1, Pragati Vihar, New Delhi-110003
F.No. HRD/CMD-II/121/AOGR/III/2/2021-22/3103 Dated: 04.08.2021

To

All the Pr. CCsIT(CCA)

Sub.: Uploading of Draft Recruitment Rules for the post of '**Administrative Officer, Grade-III**' (Group 'B' Gazetted Ministerial) – reg.—

Ref.: DoP&T OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015

Sir/Madam,

With reference to the above, I am directed to convey that the draft amendment to the Recruitment Rules for the post of '**Administrative Officer, Grade -III**' of Income Tax Department is being uploaded in the web-site of Income Tax.

2. You are requested to bring the abovementioned draft RRs to the notice of all the stakeholders, under your jurisdiction inviting their comments, if any, within 30 days from the date of posting of this letter in the official web-site of Income Tax Department.

Yours faithfully

Encl. As above


(Ravinder Gupta)
ADIT, CMD-II(a), HRD
New Delhi

Copy to :

- (i) The Technical Director, NIC, Room No. 35AB, North Block, New Delhi with a request that the contents of this letter may be uploaded in the web-site of the Department of Revenue i.e. www.dor.gov.in.
- (ii) The Database Cell, New Delhi with a request to upload this letter alongwith draft RRs enclosed in www.irsofficeronline.gov.in
- (iii) The Web-Manager@incometax.gov.in with a request to upload this letter alongwith draft RRs enclosed in www.incometax.gov.in
- (iv) Joint Secretary, Admin, CBDT, New Delhi
- (v) The General Secretary, ITGOA
- (vi) The General Secretary, ITEF


ADIT, CMD-II(a), HRD, New Delhi

[To be Published in the Gazette of India, Part II, Section 3, Sub-section (i)]

**Government of India
Ministry of Finance
Department of Revenue
(Central Board of Direct Taxes)**

New Delhi, dated the August, 2021.

G.S.R. _____ In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Income Tax Department Administrative Officers (Group 'B' Posts) Recruitment Rules, 2004 in so far as they relate to the posts of Administrative Officer Grade-III, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of **Administrative Officer Grade-III** in the Income Tax Department under the Central Board of Direct Taxes (CBDT), Department of Revenue, Ministry of Finance, namely:-

1. Short title and commencement-(1) These rules may be called the Ministry of Finance, Department of Revenue, Central Board of Direct Taxes, Administrative Officer Grade-III (Group 'B' Gazetted Posts) Recruitment Rules, 2021.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, Classification and Pay Level in the Pay Matrix - The number of the said posts, their classification and the Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age limit, other qualifications, etc.—The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule :

Provided that the recruitment by promotion against posts in the Region of a Cadre Controlling Authority shall be made only from amongst persons belonging to the cadres of that Region, as indicated against column 11 of the Schedule.

4. Disqualifications – No person,

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts :

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing and in consultations with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving—Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and any other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of the post	Number of post	Classification	Pay Level in the Pay Matrix	Whether Selection or Non-Selection post
1	2	3	4	5
Administrative Officer Grade-III	935* (2021) *Subject to variation dependent on workload.	General Central Services, Group 'B' Gazetted Ministerial.	Level 7 in Pay Matrix (Rs. 44,900 – 1,42,400) in Pay Band-2 Rs. 9300 - 34800 with Grade Pay 4600	Selection
Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualification will apply in the case of promotees	Period of probation, if any	
6	7	8	9	
Not applicable	Not applicable	AGE : No EQS : No	Not applicable	
Method of recruitment : whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods			In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	
10			11	
100 % by Promotion			Promotion : Office Superintendents from amongst in the Level 6 in Pay Matrix (Rs. 35,400 – 1,12,400) in Pay Band-2 Rs. 9300 -34800 with Grade Pay 4200 with <u>five years of regular service</u> in the grade and have completed two to four weeks training as specified by the Central Board of Direct Taxes, Department of Revenue.	
Note : 1. Promotion to the grade of Administrative Officer Grade –III will be made region/charge-wise. 2. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered, provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility				

service.

3. The eligibility service for promotion to the grade of Administrative Officer Grade - III shall continue to be three years for existing employees holding the feeder cadre of Office Superintendent in the Level 6 in the Pay Matrix (Rs. 35,400 – 1,12,400) in Pay Band-2 Rs. 9300 -34800 with Grade Pay 4200 on regular basis on the date of notification of the revised rules.

If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
12	13
(a) Group 'B' Departmental Promotion Committee (for promotion):-	
1. Pr. CIT or CIT nominated by Pr. Chief Commissioner of Income Tax (Cadre Controlling Authority) - Chairman	Consultation with Union Public Service Commission not necessary
2. Addl./Jt. CIT(Hqrs) to be nominated by the Pr. Chief Commissioner of Income Tax (Cadre Controlling Authority) - Member	
3. Local Addl./Joint Commissioner of Customs and Central Excise Department - Member	
4. One Schedule Caste/Schedule Tribe Officer not below the rank of Deputy Commissioner of Income Tax or Liaison Officer unless one of the members (1) to (2) belongs to Schedule Caste or Schedule Tribe. - Member	



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
CENTRAL BOARD OF DIRECT TAXES
DIRECTORATE OF INCOME TAX
(HUMAN RESOURCE DEVELOPMENT)

2nd Floor, Jawahar Lal Nehru Stadium, Gate No. 1, Pragati Vihar, New Delhi-110003
F.No. HRD/CMD-II/121/PS/01/2021-22/3100 Dated: 04.08.2021

To

All the Pr. CCsIT(CCA)

Sub.: Uploading of Draft Recruitment Rules for the post of '**Private Secretary**'
(Group 'B' Gazetted Post) – reg.—

Ref.: DoP&T OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015

Sir/Madam,

With reference to the above, I am directed to convey that the draft amendment to the Recruitment Rules for the post of '**Private Secretary**' of Income Tax Department is being uploaded in the web-site of Income Tax.

2. You are requested to bring the abovementioned draft RRs to the notice of all the stakeholders, under your jurisdiction inviting their comments, if any, within 30 days from the date of posting of this letter in the official web-site of Income Tax Department.

Yours faithfully

Rpt

(Ravinder Gupta)
ADIT, CMD-II(a), HRD
New Delhi

Encl. As above.

Copy to :

- (i) The Technical Director, NIC, Room No. 35AB, North Block, New Delhi with a request that the contents of this letter may be uploaded in the web-site of the Department of Revenue i.e. www.dor.gov.in.
- (ii) The Database Cell, New Delhi with a request to upload this letter alongwith draft RRs enclosed in www.irsofficersonline.gov.in
- (iii) The Web-Manager@incometax.gov.in with a request to upload this letter alongwith draft RRs enclosed in www.incometax.gov.in
- (iv) Joint Secretary, Admin, CBDT, New Delhi
- (v) The General Secretary, ITGOA
- (vi) The General Secretary, ITEF

Rpt

ADIT, CMD-II(a), HRD, New Delhi

[To be Published in the Gazette of India, Part II, Section 3, Sub-section (i)]

**Government of India
Ministry of Finance
Department of Revenue
(Central Board of Direct Taxes)**

New Delhi, dated the August, 2021.

G.S.R. _____ In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Finance, Department of Revenue, Income Tax Department, **Private Secretary (Group 'B' Gazetted Post) Recruitment Rules, 2021** except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Private Secretary in the Income Tax Department under the Central Board of Direct Taxes (CBDT), Department of Revenue, Ministry of Finance, namely:-

1. Short title and commencement-(1) These rules may be called the Ministry of Finance, Department of Revenue, Income Tax Department **Private Secretary (Group 'B' Gazetted Post) Recruitment Rules, 2021.**

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, Classification and Pay Level in the Pay Matrix - The number of the said posts, their classification and the Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age limit, other qualifications, etc.—The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule :

Provided that the recruitment by promotion against posts in the Region of a Cadre Controlling Authority shall be made only from amongst persons belonging to the cadres of that Region, as indicated against column 11 of the Schedule.

4. Disqualifications – No person,

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts :

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing and in consultations with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving—Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and any other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of the post	Number of post	Classification	Pay Level in the Pay Matrix	Whether Selection or Non-Selection post
1	2	3	4	5
Private Secretary	634* (2021) *Subject to variation dependent on workload.	General Central Services, Group 'B' Gazetted Ministerial.	Level 7 in Pay Matrix (Rs. 44,900 – 1,42,400) in Pay Band-2 Rs. 9300 - 34800 with Grade Pay 4600	Non-Selection
Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualification will apply in the case of promotees	Period of probation, if any	
6	7	8	9	
Not applicable	Not applicable	AGE : No EQS : No	Not applicable	
Method of recruitment : whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods		In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made		
10		11		
By Promotion failing which by deputation		Promotion : Stenographers Grade – I in the Level 6 in Pay Matrix (Rs. 35,400 – 1,12,400) in Pay Band-2 Rs. 9300 - 34800 with Grade Pay 4200 with five years of regular service in the grade in the respective Region/Charge.		
		Note : 1. Promotion to the grade of Private Secretary will be made region/charge-wise. 2. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered, provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.		

Deputation

Officers holding the post of Stenographer under the Central Government:

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with five years regular service in the Stenographer grade in the Level 6 in Pay Matrix (Rs. 35,400 – 1,12,400) in Pay Band-2 Rs. 9300 -34800 with Grade Pay 4200 or equivalent in the parent cadre or department.

Note 1:

The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2:

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization shall ordinarily not exceed three years.

The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

3. The eligibility service for promotion to the grade of Private Secretary shall continue to be three years for existing employees holding the feeder cadre of Stenographer Grade I in the Level 6 in the Pay Matrix (Rs. 35,400 – 1,12,400) in Pay Band-2 Rs. 9300 -34800 with Grade Pay 4200 on regular basis on the date of notification of the revised rules.

If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
12	13
(a) Group 'B' Departmental Promotion Committee (for promotion):-	Consultation with Union Public Service Commission not necessary
1. Pr. CIT or CIT nominated by Pr. - Chairman Chief Commissioner of Income Tax (Cadre Controlling Authority)	
2. Addl./Jt. CIT(Hqrs) to be nominated by the Pr. Chief Commissioner of Income Tax (Cadre Controlling Authority) -Member	

3. Local Addl./Joint Commissioner of
Customs and Central Excise Department - Member

4. One Schedule Caste/Schedule Tribe
Officer not below the rank of Deputy
Commissioner of Income Tax or Liaison Officer - Member
unless one of the members (1) to (2) belongs
to Schedule Caste or Schedule Tribe.



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
CENTRAL BOARD OF DIRECT TAXES
DIRECTORATE OF INCOME TAX
(HUMAN RESOURCE DEVELOPMENT)

2nd Floor, Jawahar Lal Nehru Stadium, Gate No. 1, Pragati Vihar, New Delhi-110003

F.No. HRD/CM/121/03/2015-16/3104

Dated: 04.08.2021

To

All the Pr. CCsIT(CCA)

Sub.: Uploading of Draft Recruitment Rules for the post of '**Inspector of Income Tax**' (Group 'B' Non Gazetted Ministerial) – reg.—

Ref.: DoP&T OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015

Sir/Madam,

With reference to the above, I am directed to convey that the draft amendment to the Recruitment Rules for the post of '**Inspector of Income Tax**' of Income Tax Department is being uploaded in the web-site of Income Tax.

2. You are requested to bring the abovementioned draft RRs to the notice of all the stakeholders, under your jurisdiction inviting their comments, if any, within 30 days from the date of posting of this letter in the official web-site of Income Tax Department.

Yours faithfully

Encl. As above.


(Ravinder Gupta)
ADIT, CMD-II(a), HRD
New Delhi

Copy to :

- (i) The Technical Director, NIC, Room No. 35AB, North Block, New Delhi with a request that the contents of this letter may be uploaded in the web-site of the Department of Revenue i.e. www.dor.gov.in.
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- (iv) Joint Secretary, Admin, CBDT, New Delhi
- (v) The General Secretary, ITGOA
- (vi) The General Secretary, ITEF


ADIT, CMD-II(a), HRD, New Delhi

[To be Published in the Gazette of India, Part II, Section 3, Sub-section (i)]

**Government of India
Ministry of Finance
Department of Revenue
(Central Board of Direct Taxes)**

New Delhi, dated the August, 2021.

G.S.R. _____ In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Finance, Department of Revenue, Income Tax Department (**Inspector**) Recruitment Rules, 1969 as amended from time to time except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Inspector of Income Tax in the Central Board of Direct Taxes (CBDT), Department of Revenue, Ministry of Finance, namely:-

1. Short title and commencement-(1) These rules may be called the Ministry of Finance, Department of Revenue, Central Board of Direct Taxes, **Inspector of Income Tax, Group 'B' Posts Recruitment Rules, 2021.**

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, Classification and Pay Level in the Pay Matrix - The number of the said posts, their classification and the Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age limit, other qualifications, etc.—The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.

Provided that the recruitment by promotion against posts in the Region of a Cadre Controlling Authority shall be made only from amongst persons belonging to the cadres of that Region, as indicated against column 11 of the Schedule.

4. Disqualifications – No person,

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing and in consultations with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving**—Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and any other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

7. **Promotion**---For promotion, common seniority list of both cadres – **Office Superintendent (O.S.)** and **Stenographer Grade – I** will be prepared as per entry into the **Pay Level – 6** in the Pay Matrix Rs. 35,400 – 1,12,400 in Pay Band-2 Rs. 9,300-34,800 with **Grade Pay 4200**. In cases where the date of entry into the cadre of Office Superintendent and Stenographer Grade-I, as the case may be is the same, the inter se seniority shall be decided as below:

- (i) By the total length of service in the Income Tax Department in all cadres together – with the person having longer service placed above the person with lesser service.
- (ii) Then by Date of Birth - with the older placed above the younger.

SCHEDULE

Name of the post	Number of post	Classification	Pay Level in the Pay Matrix	Whether Selection or Non-Selection post
1	2	3	4	5
Inspector of Income Tax	13,293* (2021) *Subject to variation dependent on workload	General Central Services, Group 'B' Non-Gazetted Non-Ministerial	Level 7 in the Pay Matrix Rs. 44,900-1,42,400 in Pay Band-2 Rs. 9,300-34,800 with Grade Pay 4600	Selection
Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	
6	7	8	9	
Not exceeding 30 years (Relaxable for Government servants upto 5 years in accordance with the instructions issued by the Central Government from time to time).	A degree from a recognized University or Institution.	Age : No Qualification : No	Two years for direct recruits Note:- 1. Passing of departmental examination for Inspectors of Income Tax shall be a condition precedent for successful completion of probation.	
Method of recruitment : whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	10	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	11	
One-fourth by Promotion and Three-fourth by Direct Recruitment.		Promotion : On the basis of seniority from common seniority list of Office Superintendent and Stenographer Grade – I in the Level 6 in the Pay Matrix (Rs. 35,400 – 1,12,400) in Pay Band-2 Rs. 9,300-34,800 with Grade Pay 4200 with five years' of regular service in the grade in the respective Region/Charge, who have passed departmental examination for Inspector of		

Income Tax.

Note :

1. Promotion to the grade of Inspector of Income Tax will be made region/charge-wise.
 2. For the purpose of reckoning **five years'** regular service in the grade of **Office Superintendent** in the **Level 6 in the Pay Matrix (Rs. 35,400 – 1,12,400)** in Pay Band-2 Rs. 9,300-34,800 with **Grade Pay 4200**, regular service rendered by the official in the erstwhile grades of Office Superintendent and Senior Tax Assistant prior to the merger of the grades of Office Superintendent and Senior Tax Assistant into the combined Grade of 'Office Superintendent' shall be counted as regular service in the grade of 'Office Superintendent'. For the purpose of reckoning **five years'** regular service in the grade of **Stenographer Grade – I** in the **Level 6 in the Pay Matrix (Rs. 35,400 – 1,12,400)** in Pay Band-2 Rs. 9,300-34,800 with Grade Pay 4200, regular service rendered by the official in the erstwhile grades of Stenographer Grade - I in scale of pay of Rs. 5500 – Rs. 9000 (including erstwhile Stenographer Grade-II in scale of pay of Rs. 5000 – Rs. 8000) shall be counted as regular service in the grade of Stenographer Grade – I.
 3. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered, provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.
 4. The eligibility service for promotion to the grade of Inspector of Income Tax shall continue to be three years for existing employees holding the feeder cadre of **Office Superintendent** in Level 6 in Pay Matrix in the Pay Matrix (Rs. 35,400 – 1,12,400) in Pay Band 2 Rs.9300-34800 plus Grade Pay 4200 &
-

Stenographer Grade - 1 in Level 6 in the Pay Matrix (Rs. 35,400 – 1,12,400) in Pay Band 2 Rs.9300-34800 plus Grade Pay 4200 on regular basis on the date of notification of the revised rules.

If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
12	13
<p>(a) Departmental Promotion Committee (for promotion):-</p> <ol style="list-style-type: none">1. Pr. CIT or CIT nominated by Pr. Chief Commissioner of Income Tax (Cadre Controlling Authority) - Chairman2. Addl./Jt. CIT(Hqrs) to be nominated by the Pr. Chief Commissioner of Income Tax (Cadre Controlling Authority) -Member3. Local Addl./Joint Commissioner of Customs and Central Excise Department - Member4. One Schedule Caste/Schedule Tribe Officer not below the rank of Deputy Commissioner of Income Tax or Liaison Officer unless one of the members (1) to (2) belongs to Schedule Caste or Schedule Tribe. - Member	<p>Consultation with Union Public Service Commission not necessary.</p>
<p>[b]Departmental Confirmation Committee (for considering confirmation):-</p> <ol style="list-style-type: none">1. Pr. CIT or CIT nominated by Pr. Chief Commissioner of Income Tax (Cadre Controlling Authority) - Chairman2. Addl./Jt. CIT(Hqrs) to be nominated by the Pr. Chief Commissioner of Income Tax (Cadre Controlling Authority) -Member3. Local Addl./Joint Commissioner of Customs and Central Excise Department - Member4. One Schedule Caste/Schedule Tribe Officer not below the rank of Deputy Commissioner of Income Tax or Liaison Officer unless one of the members (1) to (2) belongs to Schedule Caste or Schedule Tribe. - Member	



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
CENTRAL BOARD OF DIRECT TAXES
DIRECTORATE OF INCOME TAX
(HUMAN RESOURCE DEVELOPMENT)

2nd Floor, Jawahar Lal Nehru Stadium, Gate No. 1, Pragati Vihar, New Delhi-110003

F.No. HRD/CM/122/04/Steno-I/2019-20/3102

Dated: 04.08.2021

To

All the Pr. CCsIT(CCA)

Sub.: Uploading of Draft Recruitment Rules for the post of '**Stenographer Grade-I**' (Group 'B' Non Gazetted Ministerial) – reg.—

Ref.: DoP&T OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015

Sir/Madam,

With reference to the above, I am directed to convey that the draft amendment to the Recruitment Rules for the post of '**Stenographer Grade-I**' of Income Tax Department is being uploaded in the web-site of Income Tax.

2. You are requested to bring the abovementioned draft RRs to the notice of all the stakeholders, under your jurisdiction inviting their comments, if any, within 30 days from the date of posting of this letter in the official web-site of Income Tax Department.

Yours faithfully

Encl. As above.


(Ravinder Gupta)
ADIT, CMD-II(a), HRD
New Delhi

Copy to :

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- (iv) Joint Secretary, Admin, CBDT, New Delhi
- (v) The General Secretary, ITGOA
- (vi) The General Secretary, ITEF


ADIT, CMD-II(a), HRD, New Delhi

Ministry of Finance
Department of Revenue
(Central Board of Direct Taxes)
NOTIFICATION
New Delhi, the th of August, 2021

G.S.R. __ In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Income-tax Department (Group 'C') Recruitment Rules, 2003 for the post of **Stenographer Grade-II (Scale of pay 5000-8000 as per 5th CPC)** and **Stenographer Grade-I (Scale of pay 5500-9000 as per 5th CPC)** Group 'B' Non-Gazetted Posts Recruitment Rules 2005, amended from time to time, except as respect things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of **Stenographer Grade-I** in the Central Board of Direct Taxes (CBDT), Department of Revenue, Ministry of Finance, namely:-

1. Short title and commencement.-(1) These rules may be called the Ministry of Finance, Department of Revenue, Central Board of Direct Taxes, Stenographer Grade -I, Group 'B' (Non-gazetted) posts Recruitment Rules, 2021.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, Classification, pay band and grade pay or scale of pay. - The number of post, its classification, pay band and grade pay or scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age limit, other qualifications, etc.—The method of recruitment, age limit, educational qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule:

Provided that the recruitment by promotion against posts in the Region of a Cadre Controlling Authority shall be made only from amongst persons belonging to the feeder cadres of that region, as indicated against column 11 of the Schedule.

4. Initial constitution -

(a) The incumbents in the posts of Stenographer Grade-I (SG-I) of erstwhile pay scale Rs. 5500-9000 and Stenographer Grade-II of erstwhile pay scale of Rs. 5000-8000 as per 5th CPC (in the level 6 in Pay Matrix Rs. 35,400 – 1,12,400 as per 7th CPC) appointed on regular basis shall be designated as Stenographer Grade-I appointed by promotion under the provisions of these rules.

(b) The existing seniority lists in the cadres of Stenographer Grade-I and Stenographer Grade-II (in the level 6 in Pay Matrix Rs. 35,400 – 1,12,400 as per 7th CPC) shall be merged and a common seniority list of Stenographer Grade-I shall be prepared as below:

In the seniority list, Stenographer Grade-I (in the level 6 in Pay Matrix Rs. 35,400 – 1,12,400 as per 7th CPC or erstwhile Scale of pay of Rs. 5500-9000 (as per 5th CPC)) will be placed first then the Stenographer Grade-II (in the level 6 in Pay Matrix Rs. 35,400 – 1,12,400 as per 7th CPC) or erstwhile scale of pay of Rs. 5000- 8000 (as per 5th CPC) will be placed.

(c) The service rendered in the grades of Stenographer Grade-I (Scale of pay Rs. 5500-9000) and Stenographer Grade-II (Scale of pay Rs. 5000-8000) would be considered as service rendered in the cadre of Stenographer Grade II for the purpose of promotion to the next higher post and for the purpose of pensionary benefits.

(d) Where a Stenographer Grade-I and Stenographer Grade-II had refused promotion to the cadre of Private Secretary or Inspector of Income Tax and to whom the bar on promotion as per para 17.12 of G.I., Department of Personnel & Training O.M. No.22011/5/86-Estt. (D) dated the 10th April, 1989 as amended by O.M.No.22011/5/91Estt. (D) dated the 27th March, 1997 of Part-V of Consolidated Instructions of Departmental

Promotion Committees is applicable, the balance period of bar on the date of designating them as Stenographer Grade-I would be applicable in the cadre of Stenographer Grade-I and they would be eligible for promotion from Stenographer Grade-I to the cadre of Inspector of Income Tax or Private Secretary only after the conclusion of the balance period of bar.

- (e) Upon notification of new Recruitment Rules, the employees are required to have put in ten years of regular service as Stenographer Grade-II (in the level 4 in Pay Matrix Rs. 25,500 – 81,100 as per 7th CPC) for promotion to the post of Stenographer Grade-I. However, as per para 3.1.3 of the guidelines of the DoP&T OM No. AB-14017/48/2010-Estt(RR) dated 31.12.2010 regarding retention of existing eligibility service, for promotion to the new cadre of Stenographer Grade-I (in the level 6 in Pay Matrix Rs. 35,400 – 1,12,400 as per 7th CPC) from the post of Stenographer Grade-II (in the level 4 in Pay Matrix Rs. 25,500 – 81,100 as per 7th CPC) eligibility service shall continue to be the same for existing employees holding the feeder posts on regular basis on the date of notification of this revised Recruitment Rules.

5. Disqualifications – No person,-

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax —Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded

in writing and in consultations with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

7. Saving — Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and any other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

8. Promotion – As per guidelines of DoP&T OM dated 31.12.2010

SCHEDULE

Name of the post	Number of post	Classification	Pay Band and Grade Pay	Whether Selection or Non-Selection post
1	2	3	4	5
Stenographer Grade - I	3,503* (2020) *Subject to variation dependent on workload	General Central Services, Group 'B' Ministerial Non-gazetted	Level – 6 in the Pay Matrix (Rs. 35,400 – 1,12,400) in Pay Band 2 Rs.9300-34800 plus Grade Pay 4200	Non-Selection

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
6	7	8	9
Not Applicable	Not Applicable	AGE : No EQS: No	Not Applicable

Method of recruitment : whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made
10	11
100 % by promotion	<p>Promotion :</p> <p>Stenographer Grade-II in the Level 4 in Pay Matrix (Rs. 25,500 – 81,100) in the Pay Band –I of Rs. 5200-20200 with Grade Pay 2400 with ten years' regular service in the Grade who have passed the prescribed Departmental Examination for Ministerial Staff in the respective region.</p> <p>Note:</p> <p>1. Promotion to the grade of Stenographer Grade-I will be made region wise.</p>

2. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered, provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service half of such qualifying or eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

3. Upon notification of new Recruitment Rules, the employees are required to have put in ten years of regular service as Stenographer Grade-II (in the level 4 in Pay Matrix Rs. 25,500 – 81,100 as per 7th CPC) for promotion to the post of Stenographer Grade-I. However, as per para 3.1.3 of the guidelines of the DoP&T OM No. AB-14017/48/2010-Estt(RR) dated 31.12.2010 regarding retention of existing eligibility service, for promotion to the new cadre of Stenographer Grade-I (in the level 6 in Pay Matrix Rs. 35,400 – 1,12,400 as per 7th CPC) from the post of Stenographer Grade-II (in the level 4 in Pay Matrix Rs. 25,500 – 81,100 as per 7th CPC) eligibility service shall continue to be the same for existing employees holding the feeder posts on regular basis on the date of notification of this revised Recruitment Rules.

If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
12	13
<p>Departmental Promotion Committee (for promotion):-</p> <p>1. Pr. CIT or CIT nominated by Pr. Chief Commissioner of Income Tax (Cadre Controlling Authority) - Chairman</p> <p>2. Addl./ Joint CIT(Hqrs) to be nominated by the Pr. Chief Commissioner of Income Tax (Cadre Controlling Authority) -Member</p> <p>3. Local Addl./ Joint Commissioner of Customs/GST and - Member</p>	<p>Consultation with the Union Public Service Commission not necessary</p>

Central Excise Department

4. One Schedule Caste/Schedule Tribe Officer not below the rank of Deputy Commissioner of Income Tax or Liaison Officer unless one of the members (1) to (2) belongs to Schedule Caste or Schedule Tribe.



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
CENTRAL BOARD OF DIRECT TAXES
DIRECTORATE OF INCOME TAX
(HUMAN RESOURCE DEVELOPMENT)

2nd Floor, Jawahar Lal Nehru Stadium, Gate No. 1, Pragati Vihar, New Delhi-110003

F.No. HRD/CM/122/02/2016-17/3101

Dated: 04.08.2021

To

All the Pr. CCsIT(CCA)

Sub.: Uploading of Draft Recruitment Rules for the post of '**Office Superintendent**' (Group 'B' Non Gazetted Ministerial) – reg.—

Ref.: DoP&T OM No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015

Sir/Madam,

With reference to the above, I am directed to convey that the draft amendment to the Recruitment Rules for the post of '**Office Superintendent**' of Income Tax Department is being uploaded in the web-site of Income Tax.

2. You are requested to bring the abovementioned draft RRs to the notice of all the stakeholders, under your jurisdiction inviting their comments, if any, within 30 days from the date of posting of this letter in the official web-site of Income Tax Department.

Yours faithfully

Encl. As above.


(Ravinder Gupta)
ADIT, CMD-II(a), HRD
New Delhi

Copy to :

- (i) The Technical Director, NIC, Room No. 35AB, North Block, New Delhi with a request that the contents of this letter may be uploaded in the web-site of the Department of Revenue i.e. www.dor.gov.in.
- (ii) The Database Cell, New Delhi with a request to upload this letter alongwith draft RRs enclosed in www.irsofficersonline.gov.in
- (iii) The Web-Manager@incometax.gov.in with a request to upload this letter alongwith draft RRs enclosed in www.incometax.gov.in
- (iv) Joint Secretary, Admin, CBDT, New Delhi
- (v) The General Secretary, ITGOA
- (vi) The General Secretary, ITEF


ADIT, CMD-II(a), HRD, New Delhi

Ministry of Finance
Department of Revenue
(Central Board of Direct Taxes)
NOTIFICATION
New Delhi, the th of August, 2021.

G.S.R. __ In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Income-Tax Department (Group 'C') Recruitment Rules, 2003 for the post of **Senior Tax Assistant** and **Office Superintendent** (Group 'B' Non-Gazetted posts) Recruitment Rules, 2007 as amended from time to time except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of **Office Superintendent** in the Central Board of Direct Taxes (CBDT), Department of Revenue, Ministry of Finance, namely:-

1. Short title and commencement.-(1) These rules may be called the Ministry of Finance, Income- Tax Department **Office Superintendent** (Group 'B' Non-Gazetted posts) Recruitment Rules, 2021.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, Classification and scale of pay. - The number of posts, its classification and the scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age limit, other qualifications, etc.—The method of recruitment, age limit, educational qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule:

Provided that the recruitment by promotion against posts in the Region of a Cadre Controlling Authority shall be made only from amongst persons belonging to the cadres of that region, as indicated against column 11 of the Schedule.

4. Initial constitution -

(a) The incumbents in the posts of Office Superintendent in the level 6 in Pay Matrix Rs. 35,400 – 1,12,400 as per 7th CPC (or in the scale of pay Rs. 5500-Rs. 9000 as per 5th CPC) and Senior Tax Assistant in the level 6 in Pay Matrix Rs. 35,400 – 1,12,400 as per 7th CPC (or in the scale of pay Rs. 5500- Rs. 9000 as per 5th CPC), appointed on regular basis shall be designated as Office Superintendent appointed by promotion under the provisions of these rules.

(b) The existing seniority lists in the cadres of Office Superintendent and Senior Tax Assistant shall be merged and a common seniority list of Office Superintendent shall be prepared as below:

In the Inter se seniority list, the Office Superintendent in the level 6 in Pay Matrix Rs. 35,400 – 1,12,400 as per 7th CPC (or in the scale of pay Rs. 5500-Rs. 9000 as per 5th CPC) will be placed first and then Senior Tax Assistant in the level 6 in Pay Matrix Rs. 35,400 – 1,12,400 as per 7th CPC (or in the scale of pay Rs. 5500- Rs. 9000 as per 5th CPC) will be placed.

(d) The service rendered in the grades of Office Superintendent and Senior Tax Assistant would be considered as service rendered in the cadre of Office Superintendent for the purpose of promotion to the next higher post and for the purpose of pensionary benefits.

(e) Where an Office Superintendent and Senior Tax Assistant had refused promotion to the cadre of A.O., Grade-III or Inspector of Income Tax and to whom the bar on promotion as per para 17.12 of G.I., Department of Personnel & Training O.M. No.22011/5/86-Estt. (D) dated the 10th April, 1989 as amended by O.M.No.22011/5/91Estt. (D) dated the 27th March, 1997 of Part-V of Consolidated Instructions of Departmental Promotion Committees is applicable, the balance period of bar on the date of designating them as Office Superintendent would be applicable in the cadre of Office Superintendent and they would be eligible for

promotion from Office Superintendent cadre to the cadre of A.O. Grade-III or Inspector of Income Tax only after the completion of the balance period of bar.

- (f) As per para 3.1.3 of the guidelines of the DoP&T OM dated 31.12.2010, retention of existing eligibility service for promotion to the new cadre of Office Superintendent in the level 6 in Pay Matrix Rs. 35,400 – 1,12,400 as per 7th CPC for the post of Tax Assistant in the level 4 in Pay Matrix Rs. 25,500 – 81,100 as per 7th CPC shall be three years for existing employees, who had joined as per old Recruitment Rules. From the date of notification of new Recruitment Rules, the employee is required to have put in ten years of regular service as Tax Assistant in the level 4 in Pay Matrix Rs. 25,500 – 81,100 for promotion to the post of Office Superintendent.

5. Disqualifications – No person,-

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax —Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing and in consultations with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

7. Saving — Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes,

the Scheduled Tribes, Other Backward Classes, Ex-servicemen and any other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

8. Promotion – As per guidelines of DoP&T OM dated 31.12.2010

SCHEDULE

Name of the post	Number of post	Classification	Pay Band and Grade Pay	Whether Selection or Non-Selection post
1	2	3	4	5
Office Superintendent	16,620* (2020) *Subject to variation dependent on workload	General Central Services, Group 'B' Non-gazetted Ministerial	Level – 6 in the Pay Matrix (Rs. 35,400 – 1,12,400) in Pay Band-2 Rs. 9300 -34800 with Grade Pay 4200	Selection

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	Period of probation, if any
6	7	8	9
Not exceeding 30 years (Relaxable for Government servants upto 5 years in accordance with the instructions issued by the Central Government from time to time)	(i) A degree from a recognized university or equivalent qualification, and (ii) Having a data entry speed of 8000 key depressions per hour	AGE : No EQS : No	Two years for direct recruits (extendable by the competent authority in accordance with the instructions issued by the Government from time to time). Note:- 1. Passing of departmental examination for Ministerial Staff shall be a condition precedent for successful completion of probation. 2. The drawal of

Note: In case of recruitment through Staff Selection Commission, the crucial date for determining the age limit shall be as

advertised by the SSC. Otherwise, the crucial date for determining the age limit shall be the general closing date prescribed for candidates in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State, Lahul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep

third and subsequent annual increment shall be postponed till the date on which the official is declared to have passed the departmental examination.

Method of recruitment : whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods

In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made

25 % by promotion and 75 % by direct recruitment

Promotion :

Tax Assistant in the level 4 in Pay Matrix Rs. 25,500 – 81,100 in Pay Band – 1 Rs. 5200 - 20200 with Grade Pay 2400 with ten years' regular service in the Grade in the respective region and have passed the departmental examination as specified by the Competent Authority from time to time.

Note:

1. Promotion to the grade of Office Superintendent will be made region wise.

2. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered, provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service half of such qualifying or eligibility service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

3. The eligibility service for promotion to the grade of Office Superintendent shall continue to be three years for employees holding the feeder cadre of Tax Assistant in the Level 4 in Pay Matrix (Rs. 25,500 – 81,100) in Pay Band – 1 Rs. 5200 - 20200 with Grade Pay 2400 on regular basis on the date of notification of the revised rules.

If a Departmental Promotion Committee exists, what is its composition

12

Circumstances in which Union Public Service Commission to be consulted in making recruitment

13

Departmental Promotion Committee (for promotion):-

1. Pr. CIT or CIT nominated by Pr. Chief Commissioner of Income Tax (Cadre Controlling Authority) - Chairman
2. Addl./Jt. CIT(Hqrs) to be -Member

Consultation with Union Public Service Commission not necessary

nominated by the Pr. Chief Commissioner of Income Tax (Cadre Controlling Authority)

3. Local Addl./Joint Commissioner of Customs and Central Excise Department - Member

4. One Schedule Caste/Schedule Tribe Officer not below the rank of Deputy Commissioner of Income Tax or Liaison Officer unless one of the members (1) to (2) belongs to Schedule Caste or Schedule Tribe. - Member

(b) Departmental Confirmation Committee (for confirmation):-

1. Pr. CIT or CIT nominated by Pr. Chief Commissioner of Income Tax (Cadre Controlling Authority) - Chairman

2. Addl./Jt. CIT(Hqrs) to be nominated by the Pr. Chief Commissioner of Income Tax (Cadre Controlling Authority) -Member

3. Local Addl./Joint Commissioner of Customs and Central Excise Department - Member

4. One Schedule Caste/Schedule Tribe Officer not below the rank of Deputy Commissioner of Income Tax or Liaison Officer unless one of the members (1) to (2) belongs to Schedule Caste or Schedule Tribe. - Member