



सत्यमेव जयते

GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES

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F.No. HRD/CMD/121/3/2015-16/२४१०

Dated: ०५ /08/2016

To,

All Pr. CCITs/ Pr. DGITs

Subject:- Uploading of draft Recruitment Rules for the post of Executive Assitant – regarding.

Madam/ Sir,

I am directed to convey that the draft Recruitment Rules for the post of Executive Assistant of Income Tax Department is being uploaded in the website of Income Tax.

2. You are requested to bring the aforementioned draft RR to the notice of all stakeholders, under your jurisdiction, inviting their comments, if any, within 30 days from the date of posting of this letter in the official website of Income Tax Dept.

Yours faithfully

(SS Lohan)
Income Tax Officer
CMD-II, HRD, New Delhi

Copy to:

- i) The Webmanager, Room No-7008, Aayakar Bhavan, Vaishali, Ghaziabad
- ii) The Webmanager, Database Cell, Jhandewalan, New Delhi
(with a request to Sl. i) & ii) to upload this letter along with draft RR enclosed with this letter, in the www.incometaxindia.gov.in and www.irsofficeronline.gov.in respectively at the earliest)
- iii) The Joint Secretary, Admin, CBDT
- iv) The General Secretary, ITGOA
- v) The General Secretary, ITEF

Encl: as stated

(SS Lohan)
Income Tax Officer
CMD-II, HRD, New Delhi

Ministry of Finance
Department of Revenue
(Central Board of Direct Taxes)

NOTIFICATION

New Delhi, the ___th of _____, 2015

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 relating to Senior Tax Assistant and Income Tax Department (Office Superintendent) Group 'B' Non-Gazetted Posts Recruitment Rules, 2007 and Stenographer Grade-I Group 'B' Non-Gazetted Posts Recruitment Rules, 2005 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 **Executive Assistant** in the Central Board of Direct Taxes (CBDT), Department of Revenue, Ministry of Finance.

1. Short title and commencement.-(1) These rules may be called the Ministry of Finance, Department of Revenue, Central Board of Direct Taxes, Executive Assistant, Recruitment Rules, 2014.

(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 the said posts, their 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, 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. Initial constitution -

(A) The incumbents in the posts of Office Superintendent (O.S.), Senior Tax Assistant (Sr. T.A.) and Stenographer, Grade-I (SG-I) in the pay band of Rs.9300-34800 with a Grade pay of Rs.4200 appointed on regular basis shall be designated as Executive Assistants appointed by promotion under the provisions of these rules.

(B) Stenographer, Grade-I (SG-I) in this rule includes erstwhile Stenographer, Grade-II (SG-II) (since merged with Stenographer Grade-I in the pay band of Rs.9300 – 34800 with a grade pay of Rs.4200).

- (C) The existing seniority lists in the cadres of O.S., Sr. T.A., SG-I (and erstwhile merged SG-II in the pay band of Rs.9300-34800 and with a Grade pay of Rs.4200) shall be merged and a common seniority list of Executive Assistants shall be prepared as below:

The seniority list of existing O.S., SG-I and Sr.T.A. shall be prepared on the basis of date of entry into the Grade Pay Rs. 4200/- with the inter-se seniority in their respective grades being maintained.

- (D) In cases where the date of entry into the cadre of O.S. and SG-I or that of Sr. TA, 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.

- (E) The service rendered in the grades of Sr. T.A., S.G.-II, O.S. and SG-I would be considered as service rendered in the cadre of Executive Assistant for the purpose of promotion to the next higher post and for the purpose of pensionary benefits.

- (F) Where a O.S., Sr. T.A. and SG-I had refused promotion to the cadre of A.O., Grade-III or Inspector of Income Tax or Private Secretary 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 Executive Assistant would be applicable in the cadre of Executive Assistant and they would be eligible for promotion from Executive Assistant cadre to the cadre of A.O., Grade-III or Inspector of Income Tax or Private Secretary only after the conclusion of the balance period of bar.

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 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 Band and Grade Pay | Whether Selection or Non-Selection post |
|----------------------|--|--|---|---|
| 1 | 2 | 3 | 4 | 5 |
| Executive Assistant. | 19,837* (2013) *Subject to variation dependent on workload | General Central Services, Group 'B' Non-gazetted Ministerial | Pay Band-2. Rs.9300-34800 + Grade Pay of Rs. 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 promotees | Period of probation, if any |
|---|--|--|---|
| 6 | 7 | 8 | 9 |
| 21-30 years (Subject to relaxation of upper age limit for specified categories of persons as per orders issued by the Central | (i) A degree from a recognized university or equivalent qualification, and (ii) Having a data entry speed of 8000 key depressions per hour. | No | Two years for direct recruits (extendable by the competent authority in accordance with the instructions issued by the Government from time to time). |

Government
from time to
time).

Note: In case
of
recruitment
through the
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
and not the
extended
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

Note:-

1. Passing of
departmental
examination
for Ministerial
Staff shall be
a condition
precedent for
successful
completion of
probation.
 2. The drawal of
third and
subsequent
annual
increment
shall be
postponed till
the date on
which the
official is
declared to
have passed
the
departmental
examination.
-

Pangi Sub-
division of
Chamba
District of
Himachal
Pradesh,
Andaman
and Nicobar
Islands or
Lakshadweep

| 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 |
| Two-thirds of the vacancies by Promotion and one-third by Direct Recruitment. | <p>Promotion : Tax Assistants and Stenographers, Grade-II in the pay band of Rs.5200-20200 with Grade Pay of Rs.2400 with three years' regular service in the Grade who have passed the prescribed Departmental examination for Ministerial Staff. In case of incumbent Stenographers, Grade-II in the pay band of Rs.5200-20200 with Grade pay of Rs.2400 and having five years' regular service in the grade, the requirement of passing the Departmental Examination for Ministerial Staff would be relaxed and they would be considered for promotion to the cadre of Executive Assistant subject to the condition that they pass the Departmental Examination for Ministerial Staff within 2 years of their promotion. The drawal of third and subsequent annual increment shall be postponed till the date on which the official is declared to have passed the departmental examination. The official shall not be eligible for any further promotion till he or she passes the departmental examination. Such relaxation would be available up to recruitment year 2016-17.</p> <p>Note :</p> <ol style="list-style-type: none"> 1. Promotion to the grade of Executive Assistant will be made region wise. 2. For the purpose of reckoning three/ five years' regular service in the grade, the service rendered by an inter-region transferee in the old region shall not be counted in the new region which he has joined on such transfer, if the transfer is on the request of the officer concerned. 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 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.

| 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> <ol style="list-style-type: none"> 1. CIT nominated by Pr. CCIT(CCA) - Chairman 2. Addl. /JCIT(Hqrs.) to be nominated by the Pr. CCIT(CCA) - Member 3. Local Addl./Jt. Commissioner of C&CE - Member 4. One SC/ST Officer not below the rank of DCIT or Liaison Officer as nominated by the Pr. CCIT(CCA) - Member | Not Applicable |