

## MINISTRY OF FINANCE

## (Department of Revenue)

## (CENTRAL BOARD OF DIRECT TAXES)

## NOTIFICATION

New Delhi, the 13th September, 2010

**G.S.R. 752(E).**—In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in suppression of the Income Tax Department (Group 'C') Recruitment Rules, 2003, in so far as they related to the post of Stenographer Grade III, except as respects things done or omitted to be done before such suppression, the President hereby makes the following rules regulating the method of recruitment to the post of Stenographer Grade II (earlier Stenographer Grade III) in the Income Tax Department, namely :—

**1. Short Title and Commencement.**—(i) These rules may be called Income Tax Department Stenographer Grade II (Group 'C') Recruitment Rules, 2010.

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

**2. Initial Constitution.**—Any officer, who immediately before the commencement of these rules, was holding the post of Stenographer Grade III on regular basis under the Income Tax Department (Group 'C') Recruitment Rules, 2003 corresponding to the post specified in column (1) of the Schedule annexed to these rules, shall deem to have been appointed to the said post.

**3. Number of Posts, Classification, Pay Band and Grade Pay.**—The number of said post, its Classification, Pay Band and Grade Pay shall be specified in columns (2) to (4) of the said Schedule annexed to these rules.

**4. Method of Recruitment, Age limit, Educational Qualification, etc.**—The method of recruitment, age limit, educational qualification and other matters connected therewith shall be as specified in columns (5) to (14) of the said Schedule aforesaid :

Provided that—

- (a) Recruitment by promotion against post in an Establishment Unit shall be made only from amongst persons belonging to the Cadres of that particular unit.
- (b) The Central Board of Direct Taxes may, if it considers to be expedient or necessary in the public interest or on compassionate ground so to do, and subject to such conditions as it may specify having regard to the circumstances of the case and for reasons to be recorded in writing, permit a post in one Establishment Unit to be filled by transfer to that Unit of a person belonging to the cadre of another Unit.
- (c) The Central Board of Direct Taxes may permit appointment of meritorious sportsmen or sportswomen in accordance with the general orders issued by the Central Government from time to time in relaxation to the prescribed educational qualifications for a limited period of two years within which they shall have to acquire the prescribed qualifications, failing which the services of such a sportsman or sportswoman shall be liable to be terminated forthwith.
- (d) Seniority of the employees on direct recruitment/promotion/absorption in the relevant grade/post shall be determined as per the instructions issued by the Central Government from time to time.

**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 post :

Provided that the Central Government, 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, 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 limits and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and 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 post	Number of posts	Classification	Pay Band and Grade	Whether selection or Non-selection Post	Whether the benefit of added years of service is admissible under Rule 30 of Central Civil Services (Pension) Rules, 1972	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Stenographer Grade-II	2051* (2010) *Subject to variation depending on work load.	General Central Service Group C Non-Gazetted, Ministerial	PB-1, Rs. 5200-20200, plus Grade Pay of Rs. 2400	Not applicable	Not applicable	18—27 years. (Relaxation for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government)

**Note :** The crucial date for determining the age limit shall be advertised by the Staff Selection Commission.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(8)	(9)	(10)
(i) 12th class pass or equivalent from a recognized Board or University; (ii) Skill Test Norms : Dictation : 10 minutes @ 80 words per minute. Transcription : 50 words per minute (English) 65 words per minute (Hindi) (Only on Computers)	Not applicable	Two years

**Method of recruitment :** Whether by direct recruitment or by promotion or by deputation or by absorption and percentage of the vacancies to be filled by various methods

Grade from which recruitment by promotion/ deputation/absorption/short-term contract re-employment is to be made

(11)	(12)
Direct recruitment through Staff Selection Commission. <b>Note :</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation from officials of Central Government holding analogous posts on regular basis and possessing qualifications prescribed for direct recruits in Column 8.	Not applicable

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If a Departmental Promotion Committee (DPC) exists,  
what is its composition

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

(13)	(14)
Group 'C' DPC for confirmation :	Not applicable.
(a) Additional or Joint Commissioner of Income Tax (Headquarters)	— Chairperson
(b) Deputy Commissioner of Income Tax (Headquarters). Where there is no Deputy Commissioner of Income Tax (Headquarters), the senior-most Deputy Commissioner of Income Tax at the station	— Member
(c) Local Deputy Commissioner of Customs and Central Excise	— Member
(d) One Scheduled Caste or Scheduled Tribe Officer not below the rank of Deputy Commissioner of Income Tax or Liaison Officer, unless one of the members at (a) to (c) belongs to Scheduled Caste or Scheduled Tribe.	— Member

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P. NARAYANAN, Director (Ad.VII)