



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

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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

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

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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
