



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

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

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

12

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

13

(a) Group 'B' Departmental Promotion Committee (for promotion):-

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 -Member
Tax (Cadre Controlling Authority)

Consultation with Union Public Service Commission
not necessary

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.
