



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

2<sup>nd</sup> 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 :

- (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](http://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](http://www.irsofficersonline.gov.in)
- (iii) The [Web-Manager@incometax.gov.in](mailto:Web-Manager@incometax.gov.in) with a request to upload this letter alongwith draft RRs enclosed in [www.incometax.gov.in](http://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 <sup>th</sup> 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 5<sup>th</sup> CPC)** and **Stenographer Grade-I (Scale of pay 5500-9000 as per 5<sup>th</sup> 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-1) of erstwhile pay scale Rs. 5500-9000 and Stenographer Grade-II of erstwhile pay scale of Rs. 5000-8000 as per 5<sup>th</sup> CPC (in the level 6 in Pay Matrix Rs. 35,400 – 1,12,400 as per 7<sup>th</sup> 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 7<sup>th</sup> 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 7<sup>th</sup> CPC or erstwhile Scale of pay of Rs. 5500-9000 (as per 5<sup>th</sup> 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 7<sup>th</sup> CPC) or erstwhile scale of pay of Rs. 5000- 8000 (as per 5<sup>th</sup> 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 10<sup>th</sup> April, 1989 as amended by O.M.No.22011/5/91Estt. (D) dated the 27<sup>th</sup> 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 7<sup>th</sup> 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 7<sup>th</sup> CPC) from the post of Stenographer Grade-II (in the level 4 in Pay Matrix Rs. 25,500 – 81,100 as per 7<sup>th</sup> 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**

<b>Name of the post</b>	<b>Number of post</b>	<b>Classification</b>	<b>Pay Band and Grade Pay</b>	<b>Whether Selection or Non-Selection post</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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

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

<b>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</b>	<b>In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made</b>
<b>10</b>	<b>11</b>
100 % by promotion	<p><b>Promotion :</b></p> <p>Stenographer Grade-II in the <b>Level 4</b> in Pay Matrix (Rs. 25,500 – 81,100) in the Pay Band –I of Rs. 5200-20200 with Grade Pay 2400 <b>with ten years' regular service</b> in the Grade who have passed the prescribed Departmental Examination for Ministerial Staff in the respective region.</p> <p><b>Note:</b></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 7<sup>th</sup> 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 7<sup>th</sup> CPC) from the post of Stenographer Grade-II (in the level 4 in Pay Matrix Rs. 25,500 – 81,100 as per 7<sup>th</sup> 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><b>Departmental Promotion Committee (for promotion):-</b></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>



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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.

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