



सत्यमेव जयते

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

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New Delhi – 110070 Ph. 26130594, Fax 26130594.

F.No. A35015/43/2014-Ad VI / 2868

Dated: 05/08/2016

To,

All Pr. CCITs/ Pr. DGITs

**Subject:- Uploading of draft Recruitment Rules for the post of Administrative Officers (II & III) – regarding.**

Madam/ Sir,

I am directed to convey that the draft amendment to the Recruitment Rules for the post of Administrative Officers (II & III) 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](http://www.incometaxindia.gov.in) and [www.irsofficeronline.gov.in](http://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



**Department of Revenue**  
**(Central Board of Direct Taxes)**  
**NOTIFICATION**  
New Delhi, the \_\_\_<sup>th</sup> 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 Ministry of Finance, Department of Revenue, Administrative Officers (Group 'A' and 'B' Posts) Recruitment Rules, 2004 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 **Administrative Officers** (Group 'A' and 'B' Posts) 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, Administrative Officers (Group 'A' and 'B' Posts), 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 AO Grade-III and AO Grade-II 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 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
Administrative Officer, Grade-II.	428* (2013)*Subject to variation dependent on workload	General Central Services, Group 'B' Gazetted Ministerial.	(i) Rs. 9300-34800 + Grade Pay of Rs. 4800. (ii) Non-Functional Financial Upgradation to the Grade Pay of Rs. 5400/- subject to: (a) Completion of 4 years of regular service in the Grade in order of seniority. (b) Vigilance Clearance (c) No adverse entry in the APAR for last 4 years. NFU cases to be processed by Committee constituted in accordance with column 12 of these Rules.	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	Not applicable	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		In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	
10		11	
Promotion		<b>Promotion :</b> Administrative Officers, Grade-III in the pay scale of Rs. 9300-34800 + Grade Pay of Rs. 4600 with three years' regular service in the grade <b>Note :</b> 1. Promotion to the grade of Administrative Officer, Grade-II 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 alongwith 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
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12	13
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[a] Not Applicable.

**Group 'B' Department Promotion Committee (for promotion):-**

- |  |   |          |
|--|---|----------|
| 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   |

[b] **Committee(for Non-Functional Up-gradation) in Grade Pay of Rs. 5400/-**

1. Addl./JCIT (Hqrs.) to be nominated by the Pr. CCIT(CCA).
2. DCIT/ACIT (Vigilance)

**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
Administrative Officer, Grade-III	935* (2013)*Subject to variation dependent on workload	General Central Services, Group 'B' Gazetted Ministerial.	Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4600.	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	Not applicable	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	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made
10	11

Promotion

**Promotion :**

Executive Assistants in the pay scale of Rs. 9300-34800 + Grade Pay of Rs. 4200 with three years' regular service in the Grade.

**Note :**

1. Promotion to the grade of Administrative Officer, Grade-III will be made region-wise.
2. For the purpose of reckoning three 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 alongwith 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><b>Group 'B' Department promotion Committee (for promotion):-</b></p> <ol style="list-style-type: none"> <li>1. CIT nominated by Pr. CCIT(CCA) - Chairman</li> <li>2. Addl. /JCIT(Hqrs.) to be nominated by the Pr. CCIT(CCA) -Member</li> <li>3. Local Addl./Jt. Commissioner of C&amp;CE - Member</li> <li>4. One SC/ST Officer not below the rank of DCIT or Liaison Officer as nominated by the Pr. CCIT(CCA) - Member</li> </ol>	Not Applicable.