

Name of post	Number of Post	Classification	Level in the Pay Matrix	Whether Selection Post or non selection Post	Age limit for Direct Recruits	Educational and other Qualifications required for Direct Recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Havaladar	221* (2018) *Subject to variation depend on workload	General Central Service, Group "C", Non Gazetted / Non-Ministerial	Level 1 in the Pay Matrix (Rs.18,000-Rs 56,900)	Not applicable	18-27 years (Relaxable up to 40 years for Government Servant in accordance with the instructions issued by the Central Government from time to time) <b>Note:</b> the crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India and (not the closing date prescribed for those in Assame, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir, Lahaul and Sipti district and Pargi subdivision of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshdweep)	Matriculation or equivalent from any recognized Board. Note- Candidates will be required to possess the Physical standards and pass physical test as specified below, namely  <b>For Male Candidates:-</b> <b>(I)Physical standard(minimum)</b> Height-157.5 cms. (relaxable by 5 cms. In the case of Garhwalis, Assamese, Gorkhas and members of the Schedule Tribes) Chest – 81 cms. (fully expanded with minimum expansion of 5 cms.) <b>(II)Physical Test:</b> Walking – 1600 metres in 15 minutes Cycling- 8 kms. In 30 minutes  <b>For Female Candidates:-</b> <b>(I)Physical Standard (minimum)</b> Height -152 cms. Weight-48 Kgs Height relaxable by 2.5 cm and weight by 2 Kgs, in case of Garhwalis, Assamese, Gorkhas and members of the Scheduled Tribes. <b>(II)Physical Test:</b> Walking -1 Km in 20 minutes Cycling – 3 Kms in 25 minutes

Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Period of probation if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion/deputation/ absorption, level in the pay matrix from which promotion/ deputation/ absorption to be made.
(8)	(9)	(10)	(11)
For absorption as per Column 7 of the Schedule.	Two years	(i) 80 % by direct recruitment through Staff Selection Commission; (ii) 20% by absorption from the grade of Multi Tasking Staff (MTS) in Level-1 in the Pay Matrix (Rs 18000-56900)	(i) Absorption from the grade of Multi Tasking Staff (MTS) in Level-1 in the Pay Matrix (Rs.18000-56900) subject to fulfilment of educational qualification and physical criteria mentioned in Column 7 of the schedule.

If Departmental Promotion Committee exist, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
<p>Group 'C' Departmental Promotion Committee:</p> <p>(i) The senior most Additional Director at Headquarters Office – Chairman (ii) The Additional/ Joint Director, Headquarters– Member (iii) Deputy/ Assistant Director of Income-Tax – Member</p> <p>Note: Where none of the member at serial No. (i) to (iii) above belongs to the Schedule Castes or the Schedule Tribes, a Group 'A' officer from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also associate as a member of the Departmental Promotion Committee.</p>	Not applicable

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Head Havaladar	167* (2018) *Subject to variation depend on workload	General Central Service, Group "C", Non-Gazetted / Non-Ministerial	Level 2 in the Pay Matrix (Rs.19,900-Rs 63,200)	Not applicable	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Period of probation if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion/deputation/ absorption, level in the pay matrix from which promotion/ deputation/ absorption to be made.
(8)	(9)	(10)	(11)
Not applicable	Not applicable	(i) 100% promotion	Havaldar in the Level-1 in the pay matrix with 3 years of regular service in the grade.

If Departmental Promotion Committee exist, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
<p>Group 'C' Departmental Promotion Committee:</p> <p>(i) The senior most Additional Director at Headquarters Office – Chairman  (ii) The Additional/ Joint Director, Headquarters– Member  (iii) Deputy/ Assistant Director of Income-Tax – Member</p> <p>Note: Where none of the member at serial No. (i) to (iii) above belongs to the Schedule Castes or the Schedule Tribes, a Group 'A' officer from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also associate as a member of the Departmental Promotion Committee.</p>	Not applicable



