

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)
Stenographer Grade -II	74* (2018) *Subject to variation depending on workload .	General Central Service Group 'C' (Non-Gazetted, Ministerial).	Level – 4 in the Pay Matrix(25500-81100)	Not applicable.	Between 18 to 27 Years of age (Relaxable for Government Servants upto 40 years in accordance with instructions and orders issued by the Central Govt.) Note:- The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	(i) 12 th or equivalent pass from a recognized Board or Institution. (ii) Skill test norms Dictation:10 minutes @80 words per minute Transcription: 50 minutes (English): 65 minutes (Hindi): On Computer

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	Two Years	By direct recruitment through Staff Selection Commission	Not applicable

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 for confirmation:</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