

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)
Executive Assistant	172* (2018) *Subject to variation depending on workload.	General Central Service Group 'B' Non-Gazetted, Ministerial	Level – 6 in the Pay Matrix (Rs. 35,400-1,12,400)	Selection	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	100% by promotion	<p>Promotion: Tax Assistants with 10 (ten) years of regular service in the grade and have passed the departmental examination as specified by the competent Authority from time to time</p> <p>Note: If a junior person is considered for promotion on the basis of his completing the prescribed qualifying period of service in that</p>

			grade, all persons senior to him in the grade shall also be considered for promotion, notwithstanding that they may not have rendered the prescribed qualifying period of service in that grade but have completed successfully the prescribed period of probation.
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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 'B' Departmental Promotion Committee (for confirmation and promotion):</p> <p>(i) The Additional Director General – Chairman (ii) The Additional/ Joint Director – Member (iii) The Additional/ Joint Director – 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