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GOVERNMENT OF INDIA
MINISTRY OF FINANCE
(Department of Revenue)
Customs & Central Excise

NOTIFICATION

New Delhi, the 2017

G. S. R. (E):- In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of Central Excise and Customs Department Tax Assistant (Group C post) Recruitment Rules, 2014 and amendment of 2015 and 2017 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 post of Tax Assistant (Group C post) in the Central Excise and Customs Department under the control of the Central Board of Excise and Customs, Department of Revenue in the Ministry of Finance, namely:

1. Short title and commencement —

(1) These rules may be called Central Excise and Customs Department Tax Assistant, (Group C post) Recruitment Rules, 2017.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of post, classification and level in pay matrix. — The number of said posts, their classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the said Schedule.

3. Special Provision: Each Zonal Cadre Controlling Authority shall have its own separate cadre unless other-wise directed by the Central Board of Excise and Customs.

4. Method of recruitment, age limit, qualifications, etc.—The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

5. Dis-qualification: - 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 post.

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, relax any of the provisions of these rules with respect to any class or category of persons.

7. Savings: Nothing in these rules shall affect reservations, relaxations of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-serviceman, and 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 post	No. of post	Classification	Level in the Pay Matrix	Whether selection or non-selection post	Age limit for direct recruits	Education and other qualification required for direct recruits
1	2	3	4	5	6	7
Tax Assistant	5966* (2017) * Subject to variation dependent on workload	General Central Service Group 'C' Non-Gazetted, Ministerial	Level-4 in the Pay Matrix (Rs 25500-81100)	Non-Selection	18-27 years (Relaxable for Government Servant in accordance with the instructions or orders issued by the Central Government from time to time) Note : 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	(i) Degree of a recognized university or equivalent; (ii) Should have basic Knowledge in the use of computer applications. (iii) Should possess a Speed of not less than 8000 key depression per hour Data Entry work. Note: The speed of 8000 key depression of per hour Data Entry work is to be judged by conducting a speed test on the Electronic Data processing machine.

					and Kashmir, Lahaul and Spiti district and Pangi subdivision of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep)	
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Whether age educational qualifications prescribed for direct recruits will apply in the 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 the vacancies to be filled by various method.	In case of recruitment by promotion or deputation or absorption, grades form which promotion or deputation/ absorption to be made.
8	9	10	11
Age: No. EQ:- As prescribed in col.11	Two Years for direct recruitments	(i) 75% by Direct Recruitment through Staff Selection Commission and: (ii) 25% by promotion	Promotion: From the Lower Division Clerk (LDC)(GP Rs 1900, Level-2 in the Pay Matrix) and Head Havaldar ((GP Rs 1900, Level-2 in the Pay Matrix) who have rendered 8 years of regular service in the grade failing which (a) 11 years of combined service in the grade of LDC and MTS or; (b) 11 years of combined service in the grade of Havaldar and Head Havaldar or; (c) 11 years of combined service in the grade of LDC and Havaldar. shall be taken into consideration and should possess the following educational qualifications and experience namely: (a) 12th class or equivalent from a recognised Board or University; (b) Data Entry Speed of 8000 key depression per hour for data entry work and passed the Departmental examination with typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. Note1: where juniors who have completed this qualifying or eligibility service are being considered for promotion, their seniors shall 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. Note2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to the 1 st January, 2006 or the date from which the revised pay structure based on the recommendations of the 6th Central Pay Commission has been extended, shall be deemed to service rendered in the

			corresponding grade pay or pay scale extended based on the recommendation of the said pay commission..
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If a Departmental Promotion Committee exist, what is its composition	Circumstances in which Union Public Service Commission is to be consulted
12	13
<p>Group 'C' Departmental Promotion Committee:</p> <p>(I) Single Commissionerate namely having no common cadre</p> <p>(i) The senior most Additional Commissioner at Headquarters Office – Chairman (ii) The Additional or Joint Commissioner , Headquarters, failing which any other senior most Additional Commissioner or Joint Commissioner (Headquarters) available at the time of Departmental Promotion Committee Meeting – Member (iii) Additional Commissioner of Central Excise or Customs – Member (iv) Deputy Commissioner or Assistant Commissioner of Income-Tax – Member</p> <p>(II) Composite Commissionerates i.e. two or more Commissionerates having common cadre:</p> <p>(i) The Senior most Additional Commissioner from each of the Commissionerates (the senior most officer among them would be the Chairman. (ii) The Additional Commissioner or Joint Commissioner Headquarters of the cadre controlling Commissionerates, failing which any other senior most Additional Commissioner or Joint Commissioner (Headquarters) available at the time of Departmental Promotion Committee Meeting – Member (iii) Additional Commissioner or Joint Commissioner of Central Excise and Customs – Member (iv) Deputy Commissioner or Assistant Commissioner of Income Tax – Member</p> <p>Note: Where none of the member at serial No. (i) to (iv) above belongs to the SC or the ST a Group 'A' officer from outside the Dept. belonging to the Scheduled Castes or the Scheduled Tribes, shall also associate as a Member of the Departmental Promotion Committee.</p>	Not necessary

