

### Schedule

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
<b>Multi-Tasking Staff</b>	495* (2019) *Subject to variation dependent 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	Between 18 and 27 Years of age.  Note: - The crucial date for determining the age-limit shall be as advertised by the SSC.	Matriculation or equivalent passed from a recognized Board/Institution.

Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Period of probation, if any	Field of Selection - Method of recruitment whether by direct recruitment or by promotion/deputation/absorption and percentage of posts to be filled by various methods	In case of direct recruitment by promotion/deputation/ absorption, grades 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 UPSC is to be consulted in making Recruitment
12	13
Group 'C' Departmental Promotion Committee: (I) Single Commissionerate i.e. having no common	Not applicable

cadre/Directorates

(i) Additional Commissioner at Headquarters Office to be nominated by the CCA - Chairman

(ii) Deputy Commissioner, preferably senior most at Headquarters Office to be nominated by the CCA – Member

(iii) Deputy/Assistant Commissioner of Income-Tax to be nominated by the Commissioner of Income-Tax – Member

**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.

(II) Composite Commissionerates i.e. two or more Commissionerates having common cadre:

(i) Additional Commissioner from each of the Commissionerates subject to maximum of three to be nominated by the CCA by mutual consultation with the Commissioner concerned. The senior most among them would be the Chairman.

(ii) Deputy Commissioner, preferably senior most at Headquarters Office to be nominated by the CCA – Member

(iii) Deputy/Assistant Commissioner of Income-Tax to be nominated by the Commissioner of Income-Tax – Member

**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..

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