

F.No.Q.23013/1/2012-Ad.IC(AAR)  
Government of India  
Ministry of Finance  
Department of Revenue

.....

New Delhi, the 31<sup>st</sup> Jan, 2018.

OFFICE MEMORANDUM

Subject: Proposal for Review of Recruitment Rules in respect of Group 'A' & 'B' (Stenographer) in Authority for Advance Rulings.

The undersigned is directed to refer to the subject cited above and to say that this Department has initiated the process of review of Recruitment Rules in respect of Group 'A' and 'B' Stenographers in the Authority for Advance Rulings. A copy of the draft RRs is attached herewith.

2. As per DOP&T's instructions dated 13.10.2015, any proposal for framing/amendment in the Recruitment Rules should be put up on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders.
3. In view of above, all the stakeholders are requested to offer their comments, if any within 30 days.

Encl: As above.

Sd/-  
(S. Bhowmick)  
Under Secretary to the Govt. of India  
Tel No:23095359

To

1. All stakeholders
2. Authority for Advance Rulings, 5<sup>th</sup> Floor, NDMC Building, Yashwant Place, Chanakyapuri, New Delhi.
3. Senior analyst, NIC, North Block, New Delhi. It is requested that the contents of this OM may be uploaded in the website of this Department.

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
(DEPARTMENT OF REVENUE)  
Notification

New Delhi, the \_\_\_\_\_, 2018

G.S.R.....- In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of the Authority for Advance Rulings, (Group 'A' and Group 'B') Recruitment Rules, 2000 in so far as they relate to the posts of Principal Private Secretary, Private Secretary and in supersession of the Authority for Advance Ruling, (Group 'C') Recruitment Rules, 1999 in so far as they relate to the post of Personal Assistant (Steno Grade-II), the President hereby makes the following rules regulating the method of recruitment to the posts of Group 'A' and Group 'B' (Stenographers) in the Authority for Advance Rulings, Department of Revenue, Ministry of Finance, namely :-

1. Short title and commencement.—(1) These rules may be called the Ministry of Finance, Department of Revenue, Authority for Advance Rulings, Group 'A' and Group 'B' (Stenographers), Recruitment Rules, 2018.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. Application.- These rules shall apply to the posts specified in column(1) of the schedule annexed to these rules.
3. Initial Constitution.-
  - (i) A person holding the post of Senior Private Secretary (Group 'B') posts on regular basis in the Authority for Advance Rulings on the date of commencement of these rules shall be deemed to have been appointed under these rules.
  - (ii) The regular continuous service of the persons referred to in sub-rule(i) before the commencement of these rules shall count for the purpose of probation, qualifying service for promotion, confirmation, pension in the grade.
4. Number of post, classification, level in pay matrix.— (i) The number of the post, their classification and the level in pay matrix attached there to shall be as specified in columns (2) to (4) of the said schedule.
5. Method of recruitment, age limit, qualifications, etc.- The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.
6. Disqualification .- 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 any of 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.

7. 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
8. Saving .- Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Schedules Tribes, other backward classes, ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**RECRUITMENT RULES FOR THE POST OF PRINCIPAL PRIVATE SECRETARY IN  
AUTHORITY FOR ADVANCE RULINGS**

**SCHEDULE**

Name of the post	No. of post	Classification	Level in the Pay Matrix.	Whether Selection post or non-selection post	Age limit for direct recruit
1	2	3	4	5	6
Principal Private Secretary	3* (2017) (1- Principal Bench, 1 -NCR Bench and 1- Mumbai Bench) )  *Subject to variation depending on workload	General Central Service Group 'A' Gazetted Ministerial	Level-11 (Rs. 67700-150800)	Selection	Not applicable

Educational and other qualifications required for direct recruits	Whether age and Educational al 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 posts to be filled by various methods	In case of recruitment by promotion/deputation/ absorption grade from which promotion/ deputation to be made
7	8	9	10	11
Not applicable	Not applicable	Not applicable	Promotion/Deputation	<b><u>Promotion/Deputation</u></b> 1. Officers under the Central Government or State Government:

(a) (i) holding analogous post on regular basis in the parent cadre/Department.

Or

(ii) Senior Private Secretary in the Level 8(Rs. 47600-105900) with 6 years regular service in the grade.

Or

(iii) Private Secretary in the Level 7(Rs. 44900-99800) with 7 years regular service in the grade.

(b) working knowledge of computer.

The Departmental Sr. Private Secretaries in the Level 8(Rs. 47600-105900) with 6 years regular service in the grade will also be considered alongwith the outsiders. In case, he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

<b>If a Departmental Promotion Committee exists, what is its composition</b>	<b>Circumstances, in which Union Public Service Commission is to be consulted in making recruitment.</b>
12	13
Not Applicable	Consultation with UPSC necessary on each occasion.

**ANNEXURE I****SCHEDULE**

<b>Name of the post</b>	<b>No. of post</b>	<b>Classification</b>	<b>Level in the Pay Matrix</b>	<b>Whether Selection post or non-selection post</b>	<b>Age limit for direct recruit</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Senior Private Secretary	3* (2017)  (3- Principal Bench)  *Subject to variation depending on workload	General Central Service Group 'B' Gazetted Ministerial	Level-8 (Rs. 47600-105900)	Selection	Not applicable

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods</b>	<b>In case of recruitment by promotion/deputation/ absorption grade from which promotion/ deputation/absorption to be made</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
Not applicable	Not applicable	Not applicable	33.33% promotion failing which deputation 66.67% deputation	<b>Promotion</b>  (a) Private Secretary in Level 7(Rs. 44900-99800) with 2 years regular service in the grade  (b) working knowledge of computer

Note:

1. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior 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 2 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

2. Officers who were holding the post in pre-revised scale of Rs. 5500-9000 on regular basis on 1<sup>st</sup> January, 2006 will be en-bloc senior to those who were holding posts in the pre-revised scale of Rs. 5000-8000.

Deputation

From amongst Officers of the Central Government or State and Union Territory-

(i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with two years regular service in the Private Secretary grade rendered after appointment thereto on regular basis in Level 7(Rs. 44900-99800) or equivalent in the parent cadre or department. or

(iii) Stenographer Grade-I in the Level 6(Rs. 35400-78800) with 6 years regular service in the grade.

				<p>The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p>
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<p><b>If a Departmental Promotion Committee exists, what is its Composition</b></p>	<p><b>Circumstances, in which Union Public Service Commission is to be consulted in making recruitment.</b></p>
<p style="text-align: center;"><b>12</b></p>	<p style="text-align: center;"><b>13</b></p>
<p>1) <b>Chairman</b> – Secretary/Commissioner of Income Tax, Authority for Advance Rulings</p> <p>2) <b>Member</b> – Additional/Joint Commissioner of Income-tax, Authority for Advance Rulings</p> <p>3) <b>Member</b> – Under Secretary, AD-IC, Ministry of Finance, Department of Revenue.</p>	<p>Consultation with UPSC not necessary.</p>

**ANNEXURE I****SCHEDULE**

<b>Name of the post</b>	<b>No. of post</b>	<b>Classification</b>	<b>Level in the Pay Matrix</b>	<b>Whether Selection post or non-selection post</b>	<b>Age limit for direct recruit</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Senior Private Secretary	4* (2017)  (2-NCR Bench and 2 Mumbai Bench)  *Subject to variation depending on workload	General Central Service Group 'B' Gazetted Ministerial	Level-8 (Rs. 47600-105900)	Selection	Not applicable

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods</b>	<b>In case of recruitment by promotion/deputation/ absorption grade from which promotion/ deputation/absorption to be made</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
Not applicable	Not applicable	Not applicable	50% promotion/deputation 50% deputation	<b><u>Promotion/ deputation</u></b> 1. Officers under the Central Government or State Government:  (a) (i) holding analogous post on regular basis in the parent cadre/Department. Or

(ii) Private Secretary in Level 7 (Rs. 44900-99800) with 2 years regular service in the grade

Or

(iii) Stenographer Grade-I in the Level 6 (Rs. 35400-78800) with 6 years regular service in the grade.

(b) working knowledge of computer

The Departmental Private Secretary in Level 7 (Rs. 44900-99800) with 2 years regular service in the grade will also be considered alongwith the outsiders. In case, he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Deputation

From amongst Officers of the Central Government or State and Union Territory-

(i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with two years regular service in the Private Secretary grade rendered after appointment thereto on regular basis in Level 7 (Rs. 44900-99800) or equivalent in the parent cadre or department. or

(iii) Stenographer Grade-I in the Level 6 (Rs. 35400-78800) with 6 years regular service in the grade.

				<p>The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p>
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<b>If a Departmental Promotion Committee exists, what is its Composition</b>	<b>Circumstances, in which Union Public Service Commission is to be consulted in making recruitment.</b>
<b>12</b>	<b>13</b>
Not Applicable	Consultation with UPSC not necessary.

**SCHEDULE**

<b>Name of the post</b>	<b>No. of post</b>	<b>Classification</b>	<b>Level in the Pay Matrix.</b>	<b>Whether Selection post or non-selection post</b>	<b>Age limit for direct recruit</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Private Secretary	2* (2017) (1 - NCR Bench and 1 - Mumbai Bench)  *Subject to variation depending on workload	General Central Service Group 'B' Gazetted Ministerial	Level 7(Rs. 44900-99800)	Selection	Not applicable

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods</b>	<b>In case of recruitment by promotion/deputation/ absorption grade from which promotion/ deputation/absorption to be made</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
Not applicable	Not applicable	Not applicable	By promotion failing which by deputation	<b>Promotion</b> (a) Stenographers Grade-I in Level 6(Rs. 35400-78800) with five years regular service in the grade.  (b) working knowledge of computer.

Note:

1. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior 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 2 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

2. Officers who were holding the post in pre-revised scale of Rs. 5500-9000 on regular basis on 1<sup>st</sup> January, 2006 will be en-bloc senior to those who were holding posts in the pre-revised scale of Rs. 5000-8000.

Deputation:

From amongst Officers of the Central Government or State and Union Territory-

- (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with five years regular service in the Stenographers grade in Level 6(Rs. 35400-78800) or equivalent in the parent cadre of department.

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on closing date of receipt of applications.

If a Departmental Promotion Committee exists, what is its Composition	Circumstances, in which Union Public Service Commission is to be consulted in making recruitment.
<b>12</b>	<b>13</b>
1) Chairman – Secretary/ Commissioner of Income Tax (Authority for Advance Rulings) 2) Member - Additional/Joint Commissioner of Income Tax (Authority for Advance Rulings) 3) Member – Under Secretary, Ad.IC (Ministry of Finance, Deptt. of Revenue)	Consultation with UPSC not necessary.

**SCHEDULE**

Name of the post	No. of post	Classification	Level in the Pay Matrix.	Whether Selection post or non-selection post	Age limit for direct recruit
1	2	3	4	5	6
Private Secretary	3* (2016) (3 - Principal Bench)  *Subject to variation depending on workload	General Central Service Group 'B' Gazetted Ministerial	Level 7(Rs. 44900-99800)	Selection	Not applicable

Educational and other qualifications required for direct recruits	Whether age and 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 posts to be filled by various methods	In case of recruitment by promotion/deputation/ absorption grade from which promotion/ deputation/absorption to be made
7	8	9	10	11
Not applicable	Not applicable	Not applicable	66.67% promotion failing which by deputation 33.33% deputation	<b>Promotion</b>  (a) Stenographers Grade-I in Level 6(Rs. 35400-78800) with five years regular service in the grade.  (b) working knowledge of computer.

Note:

1. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior 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 2 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

2. Officers who were holding the post in pre-revised scale of Rs. 5500-9000 on regular basis on 1<sup>st</sup> January, 2006 will be en-bloc senior to those who were holding posts in the pre-revised scale of Rs. 5000-8000.

Deputation

From amongst Officers of the Central Government or State and Union Territory-

(i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with five years regular service in the Stenographers grade in Level 6(Rs. 35400-78800) or equivalent in the parent cadre of department.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

<b>If a Departmental Promotion Committee exists, what is its Composition</b>	<b>Circumstances, in which Union Public Service Commission is to be consulted in making recruitment.</b>
<b>12</b>	<b>13</b>
1) Chairman – Secretary/ Commissioner of Income Tax (Authority for Advance Rulings) 4) Member - Additional/Joint Commissioner of Income Tax (Authority for Advance Rulings) 5) Member – Under Secretary, Ad.IC (Ministry of Finance, Deptt. of Revenue)	Consultation with UPSC not necessary.

**SCHEDULE**

<b>Name of the post</b>	<b>No. of post</b>	<b>Classification</b>	<b>Level in the Pay Matrix.</b>	<b>Whether Selection post or non-selection post</b>	<b>Age limit for direct recruit</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Personal Assistant (Steno Grade-I)	9* (2016)  (3 - Principal Bench, 3 - NCR Bench and 3 - Mumbai Bench  *Subject to variation depending on work load	General Central Service Group 'B' Non-Gazetted -Ministerial	Level 6 (Rs. 35400-78800)	Not applicable	18 – 27 years (relaxable for Government servants upto 40 in accordance with the instructions or orders issued by the Government )  Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India. (other than those in in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands of Lakshadweep).

Educational and other qualifications required for direct recruits	Whether age and 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 posts to be filled by various methods	In case of recruitment by promotion/deputation/ absorption grade from which promotion/ deputation/absorption to be made
7	8	9	10	11
<p>(i) 12<sup>th</sup> Class or equivalent qualification from a recognized Board or University.</p> <p>(ii) A speed of 100 w.p.m. in stenography (English) and 40 w.p.m. speed in typing (English)</p>	Not applicable	Two years	<p>Direct recruitment through Staff Selection Commission.</p> <p>Note: Vacancy caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled by deputation from the officers of Central Government holding analogous posts on regular basis and possessing the qualification prescribed for direct recruitment in column 7</p>	Not applicable

If a Departmental Promotion Committee exists, what is its Composition	Circumstances, in which Union Public Service Commission is to be consulted in making recruitment.
<b>12</b>	<b>13</b>
Group 'B' Department Promotion Committee (for confirmation): <ol style="list-style-type: none"> <li>1) Chairman – Secretary/ Commissioner of Income Tax (Authority for Advance Rulings)</li> <li>2) Member - Additional/Joint Commissioner of Income Tax (Authority for Advance Rulings)</li> <li>3) Member – Principal Private Secretary, Authority for Advance Rulings</li> </ol>	Not Applicable

