

फॉ. सं./F. No. A-12018/3/2025-CA Cell-Part(1)

भारत सरकार/Government of India

वित्त मंत्रालय/Ministry of Finance

राजस्व विभाग/Department of Revenue

सक्षम प्राधिकारी सेल/Competent Authority Cell

हॉल नं. 14108, सी-विंग,

कर्तव्य भवन -1, नई दिल्ली

दिनांक 03 अगस्त, 2026

कार्यालय ज्ञापन/OFFICE MEMORANDUM

Subject: Proposals for amendments in the Recruitment Rules of Group-B Posts in O/o Competent Authority & Administrators - Reg.

The undersigned is directed to refer to the subject cited above and to say that this department has initiated the process of amendment in the recruitment rules in respect of Inspecting Officer, Superintendent (Administration), Private Secretary, Inspector, Assistant & Steno (Gr.II) in the Offices of the Competent Authority and Administrators located at Delhi, Mumbai, Chennai and Kolkata. A copy of 13-point Schedule of the draft recruitment rules of the said posts is attached herewith.

2. As per DoPT's OM dated 13.10.2015, the proposal for framing/amendment in the recruitment rules are to be uploaded on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders.

3. In view of the above, all stakeholders are requested to go through the 13-point Schedule of the draft Recruitment Rules and furnish their comments, if any, to the undersigned through their concerned office of Competent Authority & Administrator before 15th September, 2026. In case, no comments received within the aforesaid prescribed period, the Department will proceed further for taking necessary action for amendment of aforementioned draft Recruitment Rules.

Encl: As Above



(अवनीश प्रताप सिंह)

अवर सचिव, भारत सरकार

दूरभाष संख्या: 011-24012544

- (i) All stakeholders through Concerned O/o CA & A.
- (ii) The Competent Authority & Administrators, Delhi/Mumbai/Chennai/Kolkata with a request to upload the same on their website for 30 days & to provide compiled inputs of the stakeholders before 15th September, 2026.
- (iii) Section Officer (Computer Cell), Department of Revenue- with a request for uploading this OM with enclosures on the website of Department of Revenue.

INSPECTING OFFICER

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
(1) Name of the post	Inspecting Officer	Inspecting Officer	
(2) Number of Posts	\$ Seven* 2003 \$One post each in the Offices at Kolkata, Chennai, Delhi and Lucknow and three posts in the offices at Mumbai *Subject to variation dependent on workload	08* (2026) Delhi – 02 Mumbai - 04 Chennai – 01 Kolkata - 01 *(Subject to variation dependent on workload)	As per the DoR' sanction Order No. 2/2017 dated 17.10.2017 and Order no. 01/2020 dated 30.01.2020.
(3) Classification	General Central Service, Group 'B' Gazetted, Non-Ministerial	General Central Service, Group 'B' Gazetted, Non-Ministerial	
(4) Pay Level in the Pay Matrix	Rs. 6500-200-10500	Level-7 (Pay Range- 44900-142400)	As per the 7th CPC
(5) Whether Selection post or non-selection post	Selection	Selection	
(6) Age limit for direct recruits	Not Applicable	Not Applicable	
(7) Educational and other qualifications required for direct recruits	Not Applicable	Not Applicable	
(8) Whether age and educational qualifications prescribed for direct	Not Applicable	Not Applicable	

recruits will apply in the case of promotees			
(9) Period of probation, if any	Two years for promotees	Not Applicable	No probation is prescribed from one grade to another but within the same group of posts.
(10) Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion failing which by deputation	By promotion failing which by deputation	
(11) In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Promotion: Inspector Grade 'C' in the scale of Rs. 5500-9000 with three years' regular service in the grade. Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/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/eligibility service. Deputation: Officers working under the Central Board of Direct Taxes, Central Board of Excise and Customs, Narcotics Department, Directorate of Enforcement	Promotion: Inspector with five years' regular service in level-6 of pay matrix of the offices of the Competent Authority to which the post belongs. Note1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. Their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with junior which have already completed such qualifying/eligibility service. Deputation: Officers working under the Central Board of Direct Taxes, Central Board of Excise and Customs, Narcotics Department, Directorate of Enforcement (Ministry of Finance) and Central Police Organisations;	(i) Promotion: DOPT has prescribed qualifying services of 05 years for promotion from Level-6 to Level-7 in terms of OM dated 20.09.2022. Accordingly, the same duration of minimum qualifying services may be prescribed in the case of promotion. Note-1 is incorporated in the case of promotion in terms of DoPT O.M. No. AB-14017/12/88-Estt. (RR) dated 25.03.1996. (ii) Deputation: DOPT has not issued separate guidelines regarding minimum qualifying service for deputation. Accordingly, the same duration of minimum qualifying services (i.e. five year) may be prescribed in the case of deputation also.

	(Ministry of Finance) and Central Police Organisations; a. (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with three years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5500-9000 or equivalent in the parent cadre or Department; and (b)possessing two years experience in enforcement of regulatory Laws or Investigation of offences and collection of intelligence thereof Note: The departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationist 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 or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).	(a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) With five years regular service in the grade rendered after appointment thereto on regular basis in the pay level-6 or equivalent in the parent cadre or department; and (b)possessing two years experience in enforcement of regulatory Laws or Investigation of offences and collection of intelligence thereof Note(1): The Departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note-2: 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 exceed three years. Note-3: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.	Note-1 is incorporated in terms of para-7 of the DopT O. M. dated 03.10.1989. Note-2 is incorporated in the case of Deputation in terms of DoPT OM No. AB.14017/21/85-Estt. (RR) dated 28.2.86). Note-3 is incorporated in the case of deputation in terms of DoPT OM No. AB-14017/11/2017-Estt.(RR) dated 05.02.2018.
(12) If a Departmental Promotion Committee exists what is its composition	Group 'B' Department Promotion Committee (for promotion) Competent Authority-Chairman Joint Commissioner of the Competent Authority office concerned-Member	Departmental Promotion Committee (for considering promotion) consisting of: - 1. Competent Authority & Administrator concerned – Chairman	

	Joint or Additional Commissioner of Income or Customs or Central Excise - Member	2. Joint Commissioner of the office of the Competent Authority & Administrator concerned- Member 3. Director/Deputy Secretary concerned from Department of Revenue, Ministry of Finance-Member	
(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment	Consultation with Union Public Service Commission necessary.	Not Applicable	DOPT, vide Notification dated 21.03.2024 has stipulated that all Group A and Group B posts in pay level up to level-13A in the Pay Matrix, filled by the method of deputation/re-employment or deputation (including short term contract) or absorption/ promotion (composite method) have been exempted from consultation with UPSC.

SUPERINTENDENT (ADMINISTRATION)

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed	Relevant Comments of O/o CA&A's & Observation of DoR
(1) Name of the post	Superintendent (Administration)	Superintendent (Administration)		
(2) Number of Posts	\$ Five* (2003) \$ One post each in the offices at Kolkata, Chennai, Delhi, Lucknow and Mumbai \$ Subject to variation dependent on workload.	03* (2026) Delhi – 01 Mumbai - 01 Chennai - 01 *(Subject to variation dependent on workload)	As per the DoR' sanction Order No. 2/2017 dated 17.10.2017.	
(3) Classification	General Central Service, Group 'B' Gazetted, Non-Ministerial	General Central Service, Group 'B' Gazetted, Non-Ministerial		
(4) Pay Level in the Pay Matrix	Rs. 6500-200-10500	Level-7 (Pay Range- 44900-142400)	As per the 7th CPC	
(5) Whether Selection post or non-selection post	Selection	Selection		
(6) Age limit for direct recruits	Not Applicable	Not Applicable		
(7) Educational and other qualifications required for direct recruits	Not Applicable	Not Applicable		
(8) Whether age and educational qualifications prescribed for direct	Not Applicable	Not Applicable		

recruits will apply in the case of promotees				
(9) Period of probation, if any	Two years for promotees	Not Applicable	No probation is prescribed from one grade to another but within the same group of posts.	
(10) Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion failing which by deputation	By promotion failing which by deputation		
(11) In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Promotion: Assistant with six years' regular service of the offices of the Competent Authority to which the post belongs. Deputation: Officers under Central Government: (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with three years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5500-9000 or equivalent in the parent cadre or Department; or (iii) With six years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5000-8000 or equivalent in the parent cadre or Department; and	Promotion: Assistant with five years' regular service in level-6 of pay matrix of the offices of the Competent Authority to which the post belongs. Note1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. Their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with junior which have already completed such qualifying/eligibility service. Deputation: Officers under Central Government or State Government or Union	(i) Promotion: DOPT has prescribed qualifying services of 05 years for promotion from Level-6 to Level-7 in terms of OM dated 20.09.2022. Accordingly, the same duration of minimum qualifying services may be prescribed in the case of promotion. Note-1 is incorporated in the case of promotion in terms of DoPT O.M. No. AB-14017/12/88-Estt. (RR) dated 25.03.1996. (ii) Deputation: DOPT has not issued separate guidelines regarding minimum qualifying service for deputation. Accordingly, the same duration of minimum qualifying services (i.e. five year) may be prescribed in the case of deputation also.	

	(b) Possessing two years experience in administration, establishment and accounts matters. Note : 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, deputations 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 organisations/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).	Territory Administrations or Public Sector Undertakings or Autonomous Bodies or Statutory Organizations or courts or Tribunals: - (a)(i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment in the posts in Level-6 in the pay matrix or equivalent in the parent cadre or department; or (iii) with ten years' regular service in the grade rendered after appointment thereto on regular basis in posts in level-5 in the Pay Matrix or equivalent in the parent cadre or department; And (b) Possessing two years' experience in administration, establishment and accounts matters. Note1: The Departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, the deputationists shall not be eligible for consideration for appointment by promotion. Note-2: 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	Further, DOPT has prescribed 05 years and 06 years of minimum qualifying service for promotion from level-5 to level 6 and level -6 to level-7 respectively, accordingly, a combine service of 10 years is proposed for deputation from level-5 to level-7. Note-1 is incorporated in terms of para-7 of the DoPT O. M. dated 03.10.1989. Note-2 is incorporated in the case of Deputation in terms of DoPT OM No. AB.14017/21/85-Estt. (RR) dated 28.2.86). Note-3 is incorporated in the case of deputation in terms of DoPT OM No. AB-14017/11/2017-Estt. (RR) dated 05.02.2018.	
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		Government shall ordinarily not exceed three years. Note-3: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications		
(12) If a Departmental Promotion Committee exists what is its composition	Group 'B' Department Promotion Committee (for promotion) Competent Authority-Chairman Joint Commissioner of the Competent Authority office concerned-Member Joint or Additional Commissioner of Income or Customs or Central Excise - Member	Departmental Promotion Committee (for considering promotion) consisting of: - 1. Competent Authority & Administrator concerned – Chairman 2. Joint Commissioner of the office of the Competent Authority & Administrator concerned- Member 3. Director/Deputy Secretary concerned from Department of Revenue, Ministry of Finance-Member		Delhi/Kolkata /Mumbai – 2nd Member should be a gazetted officer of any other department instead of DS/Dir of DoR - Since there are four offices and it is more feasible to approach the officer of the same city rather than from the Ministry of Finance. [DoR Observation – Not accepted as the same can be done by Circulation method as well]
(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment	Consultation with Union Public Service Commission necessary.	Not Applicable	DOPT, vide Notification dated 21.03.2024 has stipulated that all Group A and Group B posts in pay level up to level-13A in the Pay Matrix, filled by the method of deputation/re-employment or deputation (including short term contract) or absorption/promotion (composite method)	

			have been exempted from consultation with UPSC.	
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PRIVATE SECRETARY

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
(1) Name of the post	Private Secretary	Private Secretary	
(2) Number of Posts	\$ Five* (2003) \$ One post each in the offices at Kolkata, Chennai, Delhi, Lucknow and Mumbai \$ Subject to variation dependent on workload.	02* (2026) Kolkata – 01 Chennai - 01 *(Subject to variation dependent on workload)	As per the DoR' sanction Order No. 2/2017 dated 17.10.2017. The post in Delhi has been abolished Vide DoR Order dated 23.10.2024.
(3) Classification	General Central Service, Group 'B' Gazetted, Non-Ministerial	General Central Service, Group 'B' Gazetted, Non-Ministerial	
(4) Pay Level in the Pay Matrix	Rs. 6500-200-10500	Level-7 (Pay Range- 44900-142400)	As per the 7th CPC
(5) Whether Selection post or non-selection post	Not Applicable	Non-Selection	
(6) Age limit for direct recruits	Not Applicable	Not Applicable	
(7) Educational and other qualifications required for direct recruits	Not Applicable	Not Applicable	
(8) Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable	

(9) Period of probation, if any	Not Applicable	Not Applicable	No probation is prescribed from one grade to another but within the same group of posts.
(10) Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Deputation/Promotion	By promotion failing which by deputation	Promotion failing which by deputation may be proposed as a method of recruitment in terms of DOPT' Model RR No. AB-14017/8/2010-Estt(RR) dated 24.11.2011.
(11) In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Deputation/Promotion: 1. Stenographers under the Central Government: - (a)(i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with three years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5500-9000 or equivalent in the parent cadre or Department; or (iii) With six years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5000-8000 or equivalent in the parent cadre or Department; and (b) Possessing a speed of 100 word per minute in stenography in English/Hindi. II. Departmental Stenographer Grade II (Grade 'C') in the scale of pay of Rs. 5000-8000 with six years' regular service in the grade shall also be considered along with	Promotion: Stenographer Grade-I in the concerned office with five years' regular service in level-6 of the pay matrix. Note1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. Their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with junior which have already completed such qualifying/eligibility service. Deputation: Officers under Central Government or State Government or Union Territory Administrations or Public Sector Undertakings or Autonomous Bodies or Statutory Organizations or courts or Tribunals: -: (a) (i) holding analogous posts in stenographer grade on regular basis in the parent cadre or department; or	Promotion: (i) As per the DopT guidelines, the minimum qualifying service prescribed for promotion from level-6 to level-7 is 05 years. Hence, same may be incorporated in the case of promotion. (ii) Note:-1 is incorporated in the case of promotion in terms of DopT O.M. No. AB-14017/12/88-Estt. (RR) dated 25.3.1996. (iii) The post of Stenographer-II is sanctioned in the O/o Mumbai and Chennai only as per the DOR' Sanction Order dated 17.10.2017. Hence, the concerned office is incorporated. Deputation: (i) The details of method of recruitment in the case of deputation is incorporated in terms of DOPT' Model RR No. AB-14017/8/2010-Estt(RR) dated 24.11.2011.

	deputationists and in case he is selected the post 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, deputations 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 organisations/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).	(ii) with five years' regular service in the stenographer grade in level-6 in the Pay Matrix or equivalent in the parent cadre or department; and (b) Possessing a speed of 100 word per minute in stenography in English/Hindi. Note 1: The Departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, the deputationists shall not be eligible for consideration for appointment by promotion. Note 2: 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 exceed three years. Note-3: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.	(ii) Note-1 is incorporated in case of deputation in terms of para-7 of the DopT O. M. dated 03.10.1989. Note-2 is incorporated in the case of Deputation in terms of DoPT OM No. AB.14017/21/85-Estt. (RR) dated 28.2.86). Note-3 is incorporated in the case of deputation in terms of DoPT OM No. AB-14017/11/2017-Estt.(RR) dated 05.02.2018.
(12) If a Departmental Promotion Committee exists what is its composition	Not Applicable	Departmental Promotion Committee (for considering promotion) consisting of: - 1. Competent Authority & Administrator concerned – Chairman 2. Joint Commissioner of the office of the Competent Authority & Administrator concerned- Member	Justification: Since, in the revised provision of RRs the method of recruitment is promotion also.

		3. Director/Deputy Secretary concerned from Department of Revenue, Ministry of Finance-Member	
(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment	Consultation with Union Public Service Commission necessary.	Not Applicable	DOPT, vide Notification dated 21.03.2024 has stipulated that all Group A and Group B posts in pay level up to level-13A in the Pay Matrix, filled by the method of deputation/re-employment or deputation (including short term contract) or absorption/ promotion (composite method) have been exempted from consultation with UPSC.

INSPECTOR

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
(1) Name of the post	Inspector	Inspector	No Change
(2) Number of Posts	\$ 15* (1999) \$ Subject to variation dependent on workload. \$ Sanctioned Strength in all Five Competent Authority Offices.	11* (2026) Delhi – 03 Mumbai – 04 Chennai – 03 Kolkata - 01 *(Subject to variation dependent on workload)	As per the DoR' sanction Order No. 2/2017 dated 17.10.2017 and Order no. 01/2020 dated 30.01.2020.
(3) Classification	General Central Service, Group 'C' Non-Gazetted, Non-Ministerial	General Central Service, Group 'B' Non-Gazetted, Non-Ministerial	The post carrying the grade pay of Rs. 4200 (i.e. Level-6) is classified as Group –B posts in terms of DOPT Order No. 11012/7/2008-Estt.(A) dated 09.04.2009.
(4) Pay Level in the Pay Matrix	Rs. 5500-175-9000	Level-6 (Pay Range: Rs. 35400-112400)	As per the 7th CPC
(5) Whether Selection post or non-selection post	Non-Selection	Non-Selection	
(6) Age limit for direct recruits	Not Applicable	Not Applicable	
(7) Educational and other qualifications required for direct recruits	Not Applicable	Not Applicable	
(8) Whether age and educational qualifications prescribed for direct	Not Applicable	Not Applicable	

recruits will apply in the case of promotees			
(9) Period of probation, if any	Not Applicable	02 years for absorption of Group-‘C’ employees	The period of probation for promotion from one Group to another may be prescribed 02 years in terms of para-3.10.2 of DOPT OM No. AB-14017/48/2010-Estt.(RR) dated 31.12.2010.
(10) Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By deputation or absorption	By deputation or absorption	
(11) In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	“Deputation or Absorption: (i) Inspector of Income-tax or Customs and Central Excise or Narcotics (Central Bureau of Narcotics or Narcotics Control Bureau) or Assistant Enforcement Officer or Sub-Inspector of Police, Central Bureau of Investigation; or (ii) Head Clerks or Tax Assistants or Upper Division Clerks of Income Tax, Central Excise and Customs Departments who have qualified in the Departmental Examination for promotion to the grade of Inspector in the respective Departments. Officials with flair for income-tax Act, Customs Act, Foreign Exchange Maintenance Act and Narcotics	Deputation or Absorption: Officers working under the Central Board of Direct Taxes, Central Board of Excise and Customs, Narcotics Department, Directorate of Enforcement (Ministry of Finance) and Central Police Organisations: - (a) (i) Holding analogous posts on a regular basis in the parent cadre or Department; or (ii) Holding posts such as Tax Assistants or posts with similar nature of work in CBDT/CBIC, Central Bureau of Narcotics or Narcotics Control Bureau in the Level-4 in Pay Matrix with 10 years’ regular service in the grade. (b) Officials with flair for Income Tax Act, Customs Act, Foreign Exchange Management Act and Narcotics Drugs and Psychotropic Substance Act will be given preference.	Deputation/Absorption: (i) the present pay-scale of post of Inspector in CBDT, CBIC, Inspector in CBN/NCB, Assistant Enforcement Officer in ED, Sub-Inspector of Police in CBI is in the pay-Level-7. Further, DOPT vide OM dated 17.06.2010, a person in higher Level (in Pay Matrix) shall not be appointed on deputation to a post in Lower Level (in Pay Matrix) if the deputation is from central government to CG and also in cases where the scale of pay and DA in the parent cadre post and ex-cadre post are similar. In this regard, it is to mention here that the pay scale of the aforementioned post (Level-7) is higher than the pay scale (Level-6) of post of Inspector in CA, Organization. Hence, the said posts are dropped in the revised provision.

	Drugs and Psychotropic Substances Act will be given preference. (Period of deputation including 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 be not exceeding 56 years as on the closing date of receipt of applications).	Note 1: The Departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2: 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 exceed three years. Note 3: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications. Note 4: the service rendered on a regular basis by an office prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay Matrix of the Seventh Central pay Commission.	(ii) As per the DOPT guidelines No. AB-1417/4/2021-Estt.(RR) dated 20.09.2022, the minimum qualifying service prescribed for promotion from level-4 to Level-6 is 10 years. Hence, same may be inserted in case of deputation. Note 1 is incorporated in case of deputation in terms of para-7 of the DopT O. M. dated 03.10.1989. Note 2 is incorporated in the case of Deputation in terms of DoPT OM No. AB.14017/21/85-Estt. (RR) dated 28.2.86). Note 3 is incorporated in the case of deputation in terms of DoPT OM No. AB-14017/11/2017-Estt.(RR) dated 05.02.2018.
(12) If a Departmental Promotion Committee exists what is its composition	“Group ‘C’ Departmental Promotion Committee consisting of: Competent Authority concerned- Chairman Additional/Joint Commissioner of the Competent Authority office concerned –Member Gazetted Officer of any other Department – Member	Departmental Confirmation Committee (for considering confirmation) consisting of: - 1. Competent Authority & Administrator concerned – Chairman 2. Joint Commissioner of the Competent Authority office concerned- Member 3. Director/Deputy Secretary concerned from Department of Revenue, Ministry of Finance-Member	Since, the method of recruitment is by deputation/absorption only. Hence, the formation of committee does not arise.
(13) Circumstances in which Union Public Service	Not Applicable	Not Applicable	DOPT, vide Notification dated 21.03.2024 has stipulated that all Group A and Group

Commission to be consulted in making recruitment			B posts in pay level up to level-13A in the Pay Matrix, filled by the method of deputation/re-employment or deputation (including short term contract) or absorption/ promotion (composite method) have been exempted from consultation with UPSC.
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ASSISTANT

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
(1) Name of the post	Assistant	Assistant	No Change
(2) Number of Posts	\$ 15* (1999) \$ Subject to variation dependent on workload. \$ Sanctioned Strength in all Five Competent Authority Offices.	07* (2026) Delhi – 02 Mumbai – 02 Chennai - 03 *(Subject to variation dependent on workload)	As per the DoR' sanction Order No. 2/2017 dated 17.10.2017.
(3) Classification	General Central Service, Group 'C' Non-Gazetted Ministerial	General Central Service, Group 'B' Non-Gazetted, Ministerial	The post carrying the grade pay of Rs. 4200 (i.e. Level-6) is classified as Group –B posts in terms of DOPT Order No. 11012/7/2008-Estt.(A) dated 09.04.2009.
(4) Pay Level in the Pay Matrix	Rs. 5000-150-8000	Level-6 (Pay Range: Rs. 35400-112400)	As per the 7th CPC
(5) Whether Selection post or non-selection post	Non-Selection	Non-Selection	
(6) Age limit for direct recruits	Not Applicable	Not Applicable	
(7) Educational and other qualifications required for direct recruits	Not Applicable	Not Applicable	
(8) Whether age and educational	Not Applicable	Not Applicable	

qualifications prescribed for direct recruits will apply in the case of promotees			
(9) Period of probation, if any	Not Applicable	02 years for promotees	The period of probation for promotion from one Group to another may be prescribed 02 years in terms of para-3.10.2 of DOPT OM No. AB-14017/48/2010-Estt.(RR) dated 31.12.2010.
(10) Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	33% by promotion failing which by deputation and 66% by deputation	By promotion failing which by deputation.	At present, only the LDCs of the concerned competent authority's organization are eligible for promotion to the post of Assistant after completion of 16 years of regular service. Since, the sanctioned strength of LDCs in the concerned organization is very limited, the possibility of filling up the post through promotion is quite low. Therefore, in order to ensure that the post does not remain vacant for a long period, it is proposed that a provision for filling up the post by deputation/absorption may also be incorporated in the Recruitment Rules.
(11) In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Promotion: Lower Division Clerk in the Competent Authority Office concerned with 16 years regular service in the grade. Deputation: Officers of the Central or State Government Departments or Organisations (i) holding analogous post; or (ii) Upper Division Clerk of the Central or State Government	Promotion: Lower Division Clerk in the Competent Authority Office concerned with 16 years regular service in level-2 of the pay matrix of Seventh Central Pay Commission. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion. Their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher	Promotion: Note-1 is incorporated in the case of promotion in terms of DoPT O.M. No. AB-14017/12/88-Estt. (RR) dated 25.03.1996. Deputation: The qualifying service of 06 years in Level-5/ 10 years in Level-4 is in consonance with DOPT OM No. 20.09.2022 as no separate guidelines issued regarding qualifying service is prescribed by DOPT.

	Departments or Organisation and of Income-tax or Central Excise or Customs Commissionerates or Directorates or Narcotics in the pay scale of Rs. 4000-100-6000 with 8 years' service in the grade. (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/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications)."	grade along with junior who have already completed such qualifying or eligibility service. Deputation: Officers under Central Government or State Government or Union Territory Administrations or Public Sector Undertakings or Autonomous Bodies or Statutory Organizations or courts or Tribunals: - (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with six years' regular service in the grade rendered after appointment in the posts in Level-5 in the pay matrix or equivalent in the parent cadre or department; or (iii) with ten years' regular service in the grade rendered after appointment in posts in level-4 in the Pay Matrix or equivalent in the parent cadre or department; and (b) Having 2 years' experience in establishment or administration or account matters. Note 1: The Departmental Officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, the deputationists shall not be eligible for consideration for appointment by promotion. Note 2: 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 exceed three years. Note 3: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.	Note-1 is incorporated in case of deputation in terms of para-7 of the DoPT O. M. dated 03.10.1989. Note-2 is incorporated in the case of Deputation in terms of DoPT OM No. AB.14017/21/85-Estt. (RR) dated 28.2.86). Note-3 is incorporated in the case of deputation in terms of DoPT OM No. AB-14017/11/2017-Estt.(RR) dated 05.02.2018.
(12) If a Departmental Promotion Committee exists what is its composition	"Group 'C' Departmental Promotion Committee consisting of: Competent Authority concerned- Chairman	Departmental Promotion Committee (for considering promotion) and Confirmation Committee (for considering confirmation) consisting of: - 1. Competent Authority & Administrator concerned – Chairman 2. Joint Commissioner of the Competent Authority office concerned- Member	

	Additional/Joint Commissioner of the Competent Authority office concerned –Member Gazetted Officer of any other Department – Member	3. Director/Deputy Secretary concerned from Department of Revenue, Ministry of Finance-Member	
(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not Applicable	Not Applicable	DOPT, vide Notification dated 21.03.2024 has stipulated that all Group A and Group B posts in pay level up to level-13A in the Pay Matrix, filled by the method of deputation/re-employment or deputation (including short term contract) or absorption/promotion (composite method) have been exempted from consultation with UPSC.

Steno (Gr. II)

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
(1) Name of the post	Steno (Gr. II)	Steno (Gr. I)	The change in name is proposed in terms of Model RRs issued by DOPT vide OM No. AB-14017/8/2010-Estt(RR) dated 24.01.2011 for similar level of stenographer posts.
(2) Number of Posts	\$ 5* (1999) \$ Subject to variation dependent on workload. \$ Sanctioned Strength in all Five Competent Authority Offices.	02* (2026) Mumbai – 01 Chennai - 01 *(Subject to variation dependent on workload)	As per the DoR' sanction Order No. 2/2017 dated 17.10.2017, the said post is sanctioned in the O/o CA&As, Mumbai and Chennai only.
(3) Classification	General Central Service, Group 'C' Non-Gazetted Ministerial	General Central Service, Group 'B' Non-Gazetted, Ministerial	The post carrying the grade pay of Rs. 4200 (i.e. Level-6) is classified as Group –B posts in terms of DOPT Order No. 11012/7/2008-Estt.(A) dated 09.04.2009.
(4) Pay Level in the Pay Matrix	Rs. 5000-150-8000	Level-6 (Pay Range: Rs. 35400-112400)	As per the 7th CPC
(5) Whether Selection post or non-selection post	Non-Selection	Non-Selection	
(6) Age limit for direct recruits	25 years (relaxable up to 40 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government).	Not Applicable	Since, the method of recruitment in the revised provision is proposed deputation/absorption only. Hence, earlier provision is not applicable in this case.

	Note: - The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.		
(7) Educational and other qualifications required for direct recruits	(i) Matriculation from recognised Board or equivalent. (ii) Speed of 100 and 40 w.p.m. in English Shorthand and typing respectively	Not Applicable	Since, the method of recruitment in the revised provision is proposed deputation/absorption only. Hence, earlier provision is not applicable in this case.
(8) Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable	
(9) Period of probation, if any	Two Years	02 years for absorption of Group-‘C’ employees	Since, the method of recruitment in the revised provision is proposed deputation/absorption only.
(10) Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By Promotion or deputation	by deputation/absorption	Since, the post of the feeder cadre (i.e. Steno Grade III) (Level-4) does not exist as per sanction order issued by Department of Revenue vide sanction order No. 2/2017 dated 17.10.2017. Hence, the case of promotion does not arise.
(11) In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Promotion: Promotion from Stenographer Grade-III in the Competent Authority office concerned in the scale of Rs. 4000-100-6000 with 8 years’ regular service in the grade Deputation: Officers of the Central or State Government of Departments or Organizations- (i)holding analogous posts or	Deputation/Absorption: Officers under Central Government or State Government or Union Territory Administrations or Public Sector Undertakings or Autonomous Bodies or Statutory Organizations or courts or Tribunals: (a) (i) holding analogous posts in stenographer grade on regular basis in the parent cadre or department; or	Deputation/Absorption: The details of the method of the recruitment along with qualifying service in case of deputation is inserted in terms of Model RRs issued by DOPT vide OM No. AB-14017/8/2010-Estt(RR) dated 24.01.2011 for similar level of stenographer posts.

	(ii)with 8 years' regular service in the grade of Stenographer Grade III (iii)possessing a speed of 100 words per minute in stenography (English) (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/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications)."	(ii) with ten years' regular service in the stenographer grade in level-4 in the Pay Matrix or equivalent in stenographer grade in the parent cadre or department; and <i>"(b) Speed of 100 and 40 w.p.m. in English Shorthand and typing respectively."</i> Note 1: 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 exceed three years. Note 2: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications. Note 3: For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.	Note-1 is incorporated in the case of Deputation in terms of DoPT OM No. AB.14017/21/85-Estt. (RR) dated 28.2.86). Note-2 is incorporated in the case of deputation in terms of DoPT OM No. AB-14017/11/2017-Estt.(RR) dated 05.02.2018.
(12) If a Departmental Promotion Committee exists what is its composition	"Group 'C' Departmental Promotion Committee consisting of: Competent Authority concerned- Chairman Additional/Joint Commissioner of the Competent Authority office concerned – Member Gazetted Officer of any other Department – Member	Departmental Confirmation Committee (for considering confirmation) consisting of: - 1. Competent Authority & Administrator concerned – Chairman 2. Joint Commissioner of the Competent Authority office concerned- Member 3. Director/Deputy Secretary concerned from Department of Revenue, Ministry of Finance- Member	Since, the method of recruitment in the revised provision is proposed deputation/absorption only.

(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not Applicable	Not Applicable	DOPT, vide Notification dated 21.03.2024 has stipulated that all Group A and Group B posts in pay level up to level-13A in the Pay Matrix, filled by the method of deputation/re-employment or deputation (including short term contract) or absorption/ promotion (composite method) have been exempted from consultation with UPSC.
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