

MINISTRY OF FINANCE
(Department of Revenue)
CENTRAL BOARD OF DIRECT TAXES
NOTIFICATION

New Delhi, the 18th November, 2015

G.S.R. 883(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Income Tax Department non-statutory Departmental Canteens Recruitment Rules, 2004, 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 various group 'C' posts of non-statutory Departmental Canteens in the Income-tax Department, namely:—

1. Short title and commencement.—(1) These rules may be called the Income-tax Department, Non-Statutory Departmental Canteens (Group 'C' posts) Recruitment Rules, 2015.

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

2. Number of posts, classification, pay band and grade pay or pay scale.— The number of the said posts, their classification and the pay band and grade pay or pay scale attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Application.— These rules shall apply to the posts specified in column (1) of the Schedule annexed thereto.

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

5. Disqualifications. — 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 posts:

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, 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. **Saving.**—Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled 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.

SCHEDULE

Name of the post	Number of post	Classification	Pay Band and Grade Pay	Whether Selection or Non-Selection post
(1)	(2)	(3)	(4)	(5)
1. Canteen Attendant	341*(2015) *Subject to variation dependent on work-load	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	PB-I, Rs. 5200-20,200 plus Grade Pay of Rs. 1800/-	Not Applicable

Age limit for direct recruits	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
(6)	(7)	(8)	(9)
18-25 years, (relaxation of age limit upto 40 years for Government Servants) in accordance with the orders issued by the Central Government from time to time.	Matriculation equivalent	or Not Applicable	Two years

Note.—The crucial date for determining the age limit shall be last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News or Newspaper, the crucial date for determining the age limit shall be last date upto which applications have been called for.

Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation, grades from which promotion/ deputation to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.
(10)	(11)	(12)	(13)
Direct Recruitment	Not applicable	Group 'C' Departmental Promotion Committee (for considering confirmation): (a) Additional or Joint Commissioner -	Consultation with UPSC not necessary.

Chairperson
Of Income-tax(Headquarters)
(b) Deputy Commissioner of Income
-Member
Tax(Headquarters) where there is
no Deputy Commissioner of Income-
tax(Headquarters), the senior most
Deputy Commissioner of Income-tax
of the region.
(c) Local Deputy Commissioner of
-Member
Customs and Central Excise
(d) One Scheduled Caste or
Additional Member
Schedule Tribe Officer not
Below the rank of Deputy
Commissioner of Income Tax
or Liaison Officer, unless one
of the members at (a) to (c)
belongs to Scheduled Caste or
Scheduled Tribe

(1)	(2)	(3)	(4)	(5)
2. Assistant Halwai – cum- Cook	40*(2015) *Subject to variation dependent on work- load	General Central Service, Group 'C', Non-Gazetted, Non- Ministerial	PB-I, Rs. 5200- 20,200 plus Grade Pay of Rs. 1900/-	Non- Selection

(6)	(7)	(8)	(9)
18-25 years, (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Government)	(a) 10 th Class Pass with Certificate or Diploma in catering (b) Experience-One Year (c) A Trade Skill Test for cooking including maintenance of hygiene, etc., shall be conducted by the Departmental Promotion Committee to assess the suitability of the candidate.	Not applicable	Two years for Direct Recruits, NIL for promotees.

Note.—The crucial date for
determining the age limit
shall be last date upto
which the Employment
Exchange is asked to
submit names. In case post
is advertised in
Employment News or
Newspaper, the crucial date
for determining the age
limit shall be last date upto
which applications have
been called for.

Note.—The qualifications regarding
experience are relaxable at the
discretion of the competent authority in
case of candidates belonging to the
Schedule Castes or the Scheduled
Tribes if, at any stage of selection, the
competent authority is of the opinion
that sufficient number of candidates
belonging to these communities
possessing the requisite experience are
not likely to be available to fill up the
vacancies reserved for them.

(10)	(11)
Promotion failing which by deputation and failing both by direct recruitment.	Promotion: Canteen Attendant in the Pay Band-1, Rs. 5200-20,200 with Grade Pay of Rs. 1800 with atleast three years regular service.

A Trade skill Test shall be got conducted by the Departmental Promotion Committee with reference to the cooking including maintenance of hygiene etc.

Note-1.—For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission.

Note-2.—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 or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Deputation.—

Officers of the Central Government—

- (i) Holding analogous posts on regular basis, or
- (ii) Canteen Attendant in the Pay Band-I of Rs. 5200-20,200 with Grade Pay of Rs. 1800 with atleast three years regular service having one year experience as helper to Halwai-cum-Cook; and
- (iii) Possessing educational qualifications and experience as prescribed for Direct Recruits under Column (7).

Note-1.—The period of deputation including the period of deputation in another 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 deputation is 56 years as on the closing date of receipt of applications.

Note-2.—The departmental official in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Note-3.—For purposes of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.

(12)

Group 'C' Departmental Promotion Committee (for considering confirmation):

- (a) Additional or Joint Commissioner of Income-tax(Headquarters) -Chairperson
- (b) Deputy Commissioner of Income Tax(Headquarters) where there is no Deputy Commissioner of Income-tax(Headquarters), the senior most Deputy Commissioner of Income-tax of the region. -Member
- (c) Local Deputy Commissioner of Customs and Central Excise -Member

(13)

Consultation with UPSC not necessary.

- (d) One Scheduled Caste or Scheduled Tribe Officer not Below the rank of Deputy Commissioner of Income Tax or Liaison Officer, unless one of the members at (a) to (c) belongs to Scheduled Caste or Scheduled Tribe
- Additional Member

(1)	(2)	(3)	(4)	(5)
3. Halwai – cum- Cook	36*(2015) *Subject to variation dependent on work-load	General Service, Group 'C', Non-Gazetted, Non-Ministerial.	Central PB-I, Rs. 5200-20,200 plus Grade Pay of Rs. 2000/-	Non- Selection

(6)	(7)	(8)	(9)
18-25 years, (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Government)	(a) 10 th Class Pass with Certificate or Diploma in catering (b) Experience- Two years in a Government Undertaking preferred. (c) A Trade Skill Test for cooking shall be conducted to assess suitability of the candidate.	Not applicable	Two years

Note.—The crucial date for determining the age limit shall be last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News or Newspaper, the crucial date for determining the age limit shall be last date upto which applications have been called for.

Note.—The qualifications regarding experience are relaxable at the discretion of the competent authority in case of candidates belonging to the Schedules Castes or the Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

(10)
Promotion failing which by deputation and failing both by Direct Recruitment

(11)
Promotion:

Assistant Halwai-cum-Cook with atleast three years regular service in the Pay Band-I, Rs. 5200-20,200 with Grade Pay of Rs. 1900/-

Note-1.— For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission.

Note-2.—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 or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Deputation:

Officers of the Central Government—

- (a) (i) Holding analogous posts on regular basis, or
 (ii) Assistant Halwai-cum-Cook with atleast threeyears regular service in the Pay Band-I, Rs. 5200-20,200 with Grade Pay of Rs. 1900; and
 (b) Possessing the qualifications and experience as prescribed for Direct Recruits under column (7).

Note-1.—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 deputation is 56 years as on the closing date of receipt of applications.

Note-2.—The departmental official in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Note-3.— For purposes of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

(12)					(13)
Group 'C' Departmental Promotion Committee (for considering confirmation):					Consultation with UPSC not necessary.
(a)	Additional or Joint Commissioner of Income-tax (Headquarters)	-Chairperson			
(b)	Deputy Commissioner of Income Tax (Headquarters) where there is no Deputy Commissioner of Income-tax (Headquarters), the senior most Deputy Commissioner of Income-tax of the region.	-Member			
(c)	Local Deputy Commissioner of Customs and Central Excise	-Member			
(d)	One Scheduled Caste or Schedule Tribe Officer not Below the rank of Deputy Commissioner of Income Tax or Liaison Officer, unless one of the members at (a) to (c) belongs to Scheduled Caste or Scheduled Tribe	-Additional Member			
(1)	(2)	(3)	(4)	(5)	
4. Clerk	99*(2015) *Subject to variation dependent on work-load	General Service, Group 'C', Non-Gazetted, Ministerial.	Central Service, Group 'C', plus Grade Pay of Rs. 1900/-	PB-I, Rs. 5200-20,200	Non- Selection

(6)	(7)	(8)	(9)
18-25 years, (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Government).	(a) (a) 12 th Class Pass or equivalent with Commerce; (b) A typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on computer. (35 w.p.m and 30 w.p.m correspond to 10500 Key Depression per Hour/9000 Key Depression per Hour on an average of 5 key depressions for each word.)	Not applicable	Two years for Direct Recruits, NIL for promotees

Note.—The crucial date for determining the age limit shall be last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News or Newspaper the crucial date for determining the age limit shall be last date upto which applications have been called for.

Note-1.—Qualifications are relaxable at the discretion of the competent authority in the case of candidate otherwise well qualified.

Note-2.—The qualifications regarding experience are relaxable at the discretion of the competent authority in case of candidates belonging to the Schedules Castes or the Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

(10)	(11)
Promotion failing which by Direct Recruitment.	Promotion: Canteen Attendant with atleast three years regular service in the PB-1, Rs. 5200-20,200 with Grade Pay of Rs. 1800/- A two week training on Organisational Behaviour, Communication Skill and Accounting Practices shall be desirable for the Canteen Attendants for promotion to the post of Clerk from ISTM or any other institute recognised by the Central Government or State Government. Note-1. —For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the 6 th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission. Note-2. —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 or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

(12)	(13)
Group 'C' Departmental Promotion Committee (for considering confirmation): (a) Additional Joint Commissioner -Chairperson	Consultation with UPSC not necessary.

- Of Income-tax(Headquarters)
 (b) Deputy Commissioner of Income Tax(Headquarters) where there is no Deputy Commissioner of Income-tax(Headquarters), the senior most Deputy Commissioner of Income-tax of the region. -Member
 (c) Local Deputy Commissioner of Customs and Central Excise -Member
 (d) One Scheduled Caste or Schedule Tribe Officer not Below the rank of Deputy Commissioner of Income Tax or Liaison Officer, unless one of the members at (a) to (c) belongs to Scheduled Caste or Scheduled Tribe -Additional Member

(1)	(2)	(3)	(4)	(5)
5. Assistant Manager-Cum-Store Keeper	29*(2015) *Subject to variation dependent on work-load	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	PB-1, Rs. 5200-20,200 plus Grade Pay of Rs. 2400/- Note. —He will also draw Special Allowance of Rs. 250/- p.m. for attending to duties in Canteens Type 'A', 'B', 'C', 'D', '2-A' and '3-A' and Rs. 500/- p.m. in Canteens Type '4-A' and above	Non Selection

(6)	(7)	(8)	(9)
18-25 years, (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Government).	(a) B.Com from arecognised University. Or Graduate in any Discipline from arecognised University with One Year Diploma in Book Keeping or Store Keeping (b) Experience - Three Years in a Government Department or Undertaking in handling Stores or Accounts.	Not applicable	Two years for Direct Recruits, NIL for promotees

Note: The crucial date for determining the age limit shall be last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News or Newspaper, the crucial date for determining the age limit shall be last date upto which applications have been called for.

Note-1.—Qualification (s) are relaxable at the discretion of the competent authority in the case of candidate otherwise well qualified.

Note-2.—The qualifications regarding experience are relaxable at the discretion of the competent authority in case of candidates belonging to the Schedules Castes or the Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for

them.

(10)

Promotion failing which by deputation and failing both by direct recruitment.

(11)

Promotion:

- (i) Clerks with at least eight years regular service in the PB-1, Rs. 5200-20,200 with Grade Pay Rs. 1900/-.
- (ii) Halwai-cum-Cook with five years regular service in the PB-1, Rs. 5200-20,200/- with Grade Pay Rs. 2000/- with two years experience in handling Stores or Accounts and possessing educational qualification as prescribed for direct recruited Clerk i.e; 12th Class Pass with Commerce.

Note-1.— For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission.

Note-2.—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 or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Deputation:

Officers of the Central Government—

- (a) (i) Holding analogous posts on regular basis, or
- (ii) With atleast eight years regular service in the PB-1, Rs. 5200-20,200 with Grade Pay of Rs. 1900/-
- (iii) Possessing educational qualification as prescribed for Direct Recruits under column 7; and
- (b) Three years experience in a Government Department or Undertaking in handling Stores or Accounts.

Note-1.— The period of deputation including the period of deputation in another cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.

Note-2.—The departmental official 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.

Note-3.—For purposes of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.

(12)

(13)

Group 'C' Departmental Promotion Committee (for considering confirmation):

Consultation with UPSC not necessary.

- (a) Additional Joint Commissioner Of Income-tax(Headquarters) -Chairperson
- (b) Deputy Commissioner of Income Tax(Headquarters) where there is no Deputy Commissioner of Income-tax(Headquarters), the senior most Deputy Commissioner of Income-tax of the region. -Member
- (c) Local Deputy Commissioner of Customs and Central Excise -Member
- (d) One Scheduled Caste or Schedule Tribe Officer not Below the rank of Deputy Commissioner of Income Tax or Liaison Officer, unless one of the members at (a) to (c) belongs to Scheduled Caste or Scheduled Tribe -Additional Member

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