

F. No. 23(1)/CESTAT/RR-AMENDMENT/ADMN.2018-Part II  
CUSTOMS, EXCISE And SERVICE TAX APPELLATE TRIBUNAL  
West Block - 2, R.K. Puram, New Delhi 110066

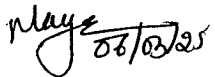
Dated: 06.03.2025

CIRCULAR

The Ministry of Finance by O.M. dated 28.02.2025 has initiated the process of amendment in the recruitment rules for the post of Stenographer Grade I in CESTAT.

Copy of the draft notification of recruitment rules of Stenographer Grade I has been uploaded on the website [cestat.gov.in](http://cestat.gov.in). All stakeholders are requested to go through the draft Recruitment rules and furnish their comments, if any, within a period of 30 days from the date of its uploading on the website. In case, no comments are received on date, the Department will proceed further for taking necessary action for amendment of aforementioned draft Recruitment Rules.

The Deputy Registrar/Assistant Registrars of the concerned bench are requested to circulate this among the stakeholders of the respective bench and forward the comments, if any, received to the Headquarters.

  
(Monika Devi)  
Technical Officer

To

1. Deputy Registrars/Assistant Registrars, CESTAT, Delhi and outlying benches.

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Dated: 06.03.2025

CIRCULAR

The Ministry of Finance by O.M. dated 28.02.2025 has initiated the process of amendment in the recruitment rules for the post of Sr. Private Secretary in CESTAT.

Copy of the draft notification of recruitment rules of Sr. Private Secretary has been uploaded on the website cestat.gov.in. All stakeholders are requested to go through the draft Recruitment rules and furnish their comments, if any, within a period of 30 days from the date of its uploading on the website. In case, no comments are received on date, the Department will proceed further for taking necessary action for amendment of aforementioned draft Recruitment Rules.

The Deputy Registrar/Assistant Registrars of the concerned bench are requested to circulate this among the stakeholders of the respective bench and forward the comments, if any, received to the Headquarters.

*Maya*  
06/03/25

(Monika Devi)  
Technical Officer

To

1. Deputy Registrars/Assistant Registrars, CESTAT, Delhi and outlying benches.

# MINISTRY OF FINANCE

## (Department of Revenue)

New Delhi, the February 2025

**G.S.R.....**- In exercise of the powers conferred by the Proviso to Article 309 of the Constitution and in supersession of the Customs, Excise and Gold (Control) Appellate Tribunal (Group 'A' and Group 'B' Posts) Recruitment Rules, 1987, in so far as they relate to the post of Private Secretary, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Senior Private Secretary in the Customs Excise and Service Tax Appellate Tribunal (CESTAT) under the Department of Revenue, Ministry of Finance:-

1. **Short title and commencement.** - (1) These rules may be called the Customs, Excise and Service Tax Appellate Tribunal, Group 'B' Posts Recruitment Rules, 2025.

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

2. **Number of post, classification, Level, pay band and grade pay or pay scale.** - The number of post, its classification attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Method of recruitment, age-limit, qualifications, etc** - The method of recruitment, age-limit, qualification and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

4. **Disqualification**-No person,

(a) who has entered into or contracted a marriage with a person already having a spouse living, or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said 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.

5. **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.

6. **Saving** - Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Service men and other special categories of persons including Other Backward Classes and economically weaker section in accordance with the orders issued by the Central Government from time to time in this regard.

**Annexure-I**

| <b>Name of the post</b>  | <b>No. of Post</b>  | <b>Classification</b>                                    | <b>Level in the Pay Matrix</b>  | <b>Whether Selection for post or non-selection post</b> | <b>Age limit for direct recruits</b> |
|--------------------------|---|--|---|---|--------------------------------------|
| 1                        | 2   | 3  | 4   | 5   | 6                                    |
| Senior Private Secretary | 23* (2024)<br>*Subject to variation depending on workload | General Central Service Group 'B', Gazetted, Ministerial | Level - 8<br>Level- 9 (NFSG scale on completion of 4 years in level- 8) | 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 vacancies to be filled by various methods.</b> | <b>In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption to be made</b> |
|--|--|------------------------------------|---|--|
| 7  | 8  | 9                                  | 10  | 11   |
| Not Applicable   | Not Applicable   | Not Applicable                     | 50% promotion failing which by transfer on deputation   | Promotion:-<br>Stenographers, GR-I in the Level- 6 with 08 years regular service in  |

the grade.

50% transfer  
on deputation/  
transfer

**Note: 1**

Where juniors who have completed their qualifying or eligibility service 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.

**Note: 2**

For the purpose of computing minimum qualifying service for promotion, the service rendered basis by an officer prior to 1st 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 pay or pay scale extended based on the recommendations of the Commission.

**Deputation:**

Officers holding the post of Stenographer under the Central government

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

(ii) With 08 years regular service in Level-6

**Note:1** 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, the deputationists shall not be eligible for consideration for appointment by promotion.

**Note:2** 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  
be 'Not exceeding  
56 years' as on  
the closing date  
of receipt of  
applications.

**Note:3** For the  
purpose of  
appointment on  
deputation or  
absorption basis,  
the service  
rendered on a  
regular basis by  
an officer prior to  
1st January, 2016  
(the date from  
which the revised  
pay structure  
based on the  
Seventh Central  
Pay commission  
recommendation  
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 Pay 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 be extended only for the post (s) for which that grade pay or pay scale is the normal replacement grade without any upgradation

| 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   |
|---|---|
| 12  | 13  |
| <p><b>GROUP 'C' DEPARTMENT PROMOTION COMMITTEE</b></p> <p>(i) Any Member of Customs, Excise and Service Tax Appellate Tribunal nominate by the President, CESTAT - <b>CHAIRMAN</b></p> <p>(ii) Director (Hq./ Admn.), Department of Revenue, Ministry of Finance- <b>MEMBER</b></p> <p>(iii) Registrar, Customs Excise and Service Tax Appellate Tribunal - <b>MEMBER</b></p> | <p>Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment rules.</p> |



# MINISTRY OF FINANCE

## (Department of Revenue)

New Delhi, the February 2025

**G.S.R.....**- In exercise of the powers conferred by the Proviso to Article 309 of the Constitution and in supersession of the Customs, Excise and Gold (Control) Appellate Tribunal (Group 'C' and Group 'D' Posts) Recruitment Rules, 1986, in so far as they relate to the post of Stenographer Grade II, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Stenographer Grade I in the Customs Excise and Service Tax Appellate Tribunal (CESTAT) under the Department of Revenue, Ministry of Finance:-

1. **Short title and commencement.** - (1) These rules may be called the Customs, Excise and Service Tax Appellate Tribunal, Group 'B' Posts Recruitment Rules, 2025.

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

2. **Number of post, classification, Level, pay band and grade pay or pay scale.** - The number of post, its classification attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Method of recruitment, age-limit, qualifications, etc** - The method of recruitment, age-limit, qualification and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

4. **Disqualification**-No person,

(a) who has entered into or contracted a marriage with a person already having a spouse living, or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said 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.

5. **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.

6. **Saving** - Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Service men and other special categories of persons including Other Backward Classes and economically weaker section in accordance with the orders issued by the Central Government from time to time in this regard.

**Annexure-I**

| <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 recruits</b>   |
|-------------------------|---|--|--------------------------------|---|--|
| <b>1</b>                | <b>2</b>  | <b>3</b>   | <b>4</b>                       | <b>5</b>  | <b>6</b>   |
| Stenographer Grade I    | 38* (2024)<br>*Subject to variation depending on workload | General Central Service, Group 'B' Non-Gazetted, Ministerial | Level - 6                      | Selection   | Not exceeding 30 years.<br>(Relaxable for Govt. servants upto 5 years in accordance with the instructions or orders issued by the Central Government)<br>Note: The crucial date of determining the age limit shall be as advertised by SSC |

| 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 vacancies to be filled by various methods. | In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made |
|---|---|-----------------------------|---|---|
|---|---|-----------------------------|---|---|

| 7   | 8  | 9  | 10   | 11  |
|---|----|--|--|---|
| <p>(i) 12<sup>th</sup> class pass or equivalent from a recognized board or university;</p> <p>(ii) Skill test norms</p> <p>Dictation: 10mts @ 100 w.p.m (English only)</p> <p>Transcription: 40 mts (English) only on computers</p> | No | <p>2 years for direct recruits and promotes</p> <p><b>Note 1:</b> Mandatory induction training of at least two weeks duration for successful completion of probation of direct recruits.</p> | <p>(i) 25% by promotion which failing by direct recruitment.</p> <p>(ii) 75% by direct recruitment failing which by transfer on deputation/absorption.</p> | <p><b>Promotion</b></p> <p>Stenographers Grade II in Level 4 with 10 years regular service the grade.</p> <p>Note: 1:<br/>Where junior who has completed the qualifying eligibility service being considered for promotion their senior should also be considered provided they are not short of the requisite qualifying eligibility service by more than half of such qualification or eligible service or Years, whichever</p> |

is less and has successfully completed the probation period for promotion to the next high grade along with their juniors who have already completed the qualifying eligibility service.

Note 2 :

For the purpose of computing the minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2001 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendation of the Pay Commission.

#### **DEPUTATION**

Officers holding the post

Stenographer  
under the Central  
Government (a)  
holding  
analogous post  
on regular basis  
in the parent  
cadre  
department;  
(ii) with 10 years  
regular service  
the Level-4  
equivalent.

**Note 1:** T  
departmental  
officers in the  
feeder category  
who are in the  
direct line  
promotion shall  
not be eligible for  
consideration for  
appointment  
deputation.  
Similarly, the  
deputationist  
shall not  
be eligible for  
consideration for  
appointment  
promotion.

**Note 2 :** Period  
of deputation  
including the  
period  
deputation  
another ex-cadre  
post he  
immediately  
preceding the  
appointment  
the same or some  
other  
organization  
department  
the Central  
Government shall

ordinarily n  
e x c e e d t h r  
years. T  
maximum a  
limit f  
appointment  
deputation sh  
be 'N  
**exceeding**  
**years'** as on t  
closing date  
receipt  
applications.

**Note 3:** For t  
purpose  
appointment  
deputation  
absorption has  
the servi  
rendered on  
regular basis  
an officer prior  
1st January 20  
(the date fr  
which the revis  
pay structu  
based on t  
Seventh Cent  
Pay Commissi  
recommendatio  
has be  
extended) sh  
be deemed to  
service render  
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the post(s) f  
which that gra  
pay or pay sca  
is the norm  
replacement  
grade withc  
any upgradation

**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**

12

13

**GROUP 'B' DEPARTMENT PROMOTION COMMITTEE**

Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment rules.

(i) Any Member of Customs, Excise and Service Tax Appellate Tribunal nominate by the President, CESTAT -  
**CHAIRMAN**

(ii) Registrar, Customs Excise and Service Tax Appellate Tribunal - **MEMBER**

(iii) Director (Hq./ Admn.), Department of Revenue, Ministry of Finance - **MEMBER**

**GROUP 'C' DEPARTMENT CONFIRMATION COMMITTEE**

(i) Any Member of Customs, Excise and Service Tax Appellate Tribunal nominate by the President, CESTAT -  
**CHAIRMAN**

(ii) Registrar, Customs Excise

and Service Tax Appellate  
Tribunal - **MEMBER**

(iii) Dy. Registrar, Customs  
Excise and Service Tax Appellate  
Tribunal - **MEMBER**