

F.No. 21-9/CPIO-NDCESTAT/2026
Customs Excise And Service Tax Appellate Tribunal
West Block No.2, R.K. Puram, New Delhi

I.D. No. 21-9/2026
Date: 20.02.2026

To

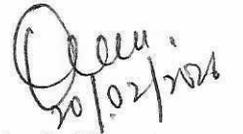
Sh. Pushkar Singh
MTS
CESTAT, West Block-2
R.K Puram, New Delhi-110066

Sub: Information sought under Right to Information Act, 2005.

Sir,

With reference to your RTI application dated 05.02.2026 with CPIO ID-21-9/2026, the relevant information as under:-

1. Fresh proposal for amendment of Recruitment Rules of LDC was sent to Ministry of Finance by letter dated 27.06.2023. Copies of the proposal sent to Ministry containing 39 pages is enclosed.
2. Copies of reminders sent to Ministry of Finance containing 6 pages is enclosed.
3. The proposal for amendments of Recruitment Rules is pending in Ministry of Finance.
4. Copies provided in point 1 above.



(Vaishali Kharbanda)
Technical Officer/CPIO

Copy to: Internal copy to Computer Section, for upload & Return CESTAT, New Delhi.

①

F.NO. 23(1)/CESTAT/RR-AMENDMENT/ADMN.2018-Part II
Customs Excise & Service Tax Appellate Tribunal
West Block No.2, R.K. Puram, New Delhi - 66

Dated : 11.7.2025

To

Under Secretary, Ad.1C
Deptt. of Revenue
Ministry of Finance
North Block, New Delhi

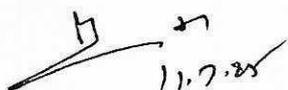
Sub : Proposal for amendments in the RRs for the post of Lower Division Clerk in CESTAT - reg.

Sir,

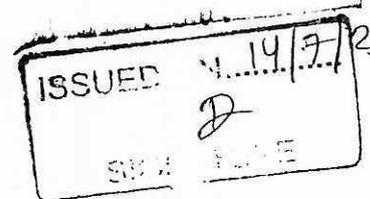
Reference to this Tribunal's letter of even number dated 17.10.2024 on the above subject. The recruitment rules of Lower Division Clerks of this Tribunal have not been revised so far.

Hence, it is requested that the recruitment rules of Lower Division clerks may be revised at the earliest.

Yours faithfully,


11.7.25
(Mukesh Gupta)
Deputy Registrar

O/C



(2)

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

Date: 14.02.2024

Under Secretary Ad. IC
Deptt. of Revenue
Ministry of Finance
North Block, New Delhi

Sub: Proposal for revision of RRs for various posts in CESTAT- reg.

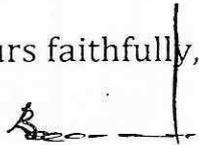
Sir,

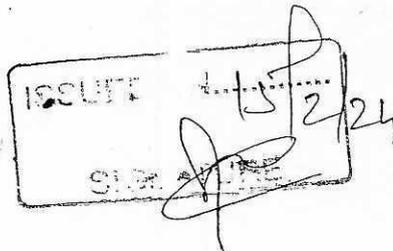
The proposal for revision of Recruitment Rules in respect of the following posts were sent by the Tribunal to the Ministry, followed by reminders. But, no further steps appear to have been taken by the concerned.

1. Senior Private Secretary
2. Stenographer Grade- I
3. Stenographer Grade- II
4. Upper Division Clerk
5. Lower Division Clerk

This Tribunal faces difficulties on many fronts due to non-revision of RRs and the present RRs are age old, hence the proposal for revision of RRs of the above posts may be expedited at the earliest.

Yours faithfully,


(Bineesh Kumar K.S.)
Registrar.



Dated : 17.10.2024

To

Under Secretary, Ad.1C
Deptt. of Revenue
Ministry of Finance
North Block, New Delhi

Sub : Proposal for amendments in the RRs for the post of Lower Division Clerk in CESTAT - reg.

Sir,

Reference to your mail dated 8.10.2024 on the above subject. The reason for proposing the method of recruitment to the post of LDC '50% by promotion failing which by deputation and 50% by direct recruitment failing which by deputation' is in consonance with the guidelines issued by the DOP&T in O.M. No. AB.14017/13/2013-Estt (RR) dated 31.3.2015 (Copy enclosed).

Column 10 of the above O.M. dealing with method of recruitment states that the method to be prescribed and the percentage of vacancies to be filled in each individual case is to be decided keeping in view of the structure of the cadre/hierarchy; availability of suitable personnel in the feeder grade and the need to provide adequate promotional avenues to qualified personnel in the feeder grade to sustain the morale and efficiency of the cadre. It is also stated that while fixing the proportion for promotion in a grade, it should be ensured that the feeder grade has sufficient strength to sustain the promotion. If the feeder grade to promotion grade ratio is 2:1, the method of recruitment should include the clause 'Promotion failing which by deputation'. In case of feeder grade to promotion grade ratio is 3 to 5 times, the method of recruitment may be

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SIGNATURE

(4)

prescribed as 'Promotion'. Direct recruitment at successive level should be avoided.

There are 50 sanctioned posts of LDC and 104 posts of MTS in the Tribunal making the feeder cadre double in number to the promotion cadre. The feeder cadre of MTS has adequate strength to sustain the promotion. Further, the MTS are being appointed through Staff Selection Commission, therefore, qualified enough to assume the higher responsibilities on being promoted to LDC. As such, reasonable promotion quota in the post of LDC is necessitated for sustaining the morale and efficiency of the MTS cadre. Moreover, the guidelines propose that direct recruitment at successive levels should be avoided. Since all 104 posts of MTS are being filled up on direct recruitment basis it is proposed that the method of recruitment of LDC be 50% posts by promotion failing which by deputation and 50% by direct recruitment failing which by deputation, which is in consonance with DOP&T norm referred above.

Hence, it is requested that the amendments as proposed in the method of recruitment of LDC may be approved.

Encl : as above

Yours faithfully,



(Bineesh Kumar K.S)
Registrar

(5)

F.No. 23(39)/ CESTAT/RR-Group'C'/Admn.12
Customs Excise & Service Tax Appellate Tribunal
West Block No. 2, R.K. Puram, New Delhi - 66.

To

17.7.2020

The Under Secretary, Ad.1C
Ministry of Finance
Deptt. of Revenue
North Block, New Delhi

Sub: Amendment of Recruitment Rules for the post of UDC and LDC
(Group'C') in CESTAT -reg.

Sir,

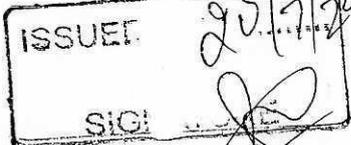
Please refer to this Tribunal's letter of even no. dated 11.10.2018 on
the aforementioned subject (copy enclosed).

The revised Recruitment Rules for the post of LDC and UDC of the
Tribunal, which was proposed to be amended as per the VII CPC has not
been issued. Due to this, many feeder cadre staff are stagnated in their
respective post. The revised Recruitment Rules will ensure vacancies and
thereby offer promotion to higher grade. Therefore, it is requested to
revise the Recruitment Rules for the post of LDC and UDC at the earliest.

Encl : as above

Yours faithfully,

(Bineesh Kumar K.S)
Registrar



(C)

F. No. 23(39)/CESTAT/RR-Group'C'/Admn. 2012
Customs, Excise and Service Tax Appellate Tribunal
West Block No. II, R.K. Puram, New Delhi 110066.

Dated 11.10.2018

To,

Shri S. Bhowmick,
Under Secretary, Ad.IC,
Ministry of Finance,
Department of Revenue,
North Block, New Delhi.

Sub : Amendment of recruitment Rules for the post of UDC & LDC (Group C) in
CESTAT - reg.

Sir,

With reference to your letter no. A.50050/111/2012-Ad.IC (CESTAT) dated
12.01.2016, I am to inform you that the draft recruitment rules for the post of LDC and
UDC were put on the website and no representation was received.

2. It is submitted that certain changes need to be effected in the proposed RRs
following the VII CPC and it would be ideal to finalise the Recruitment Rules as per the
changes suggested in Column No. 10 of the enclosed format.

Yours faithfully,



(Bineesh Kumar K.S.)
Registrar

Encl : Draft RR's as above.

SIC
11/10/18

①

F.NO 23(1)/CESTAT/RR-AMENDMENT/ADMN.2018-Part II
Customs Excise & Service Tax Appellate Tribunal
West Block No.2, R.K. Puram, New Delhi - 66

Dated : 27.06.2023

To

Under Secretary, Ad.1C
Ministry of Finance
Deptt. of Revenue
North Block
New Delhi

Sub: Proposal for amendments in the RRs for the post of Lower Division Clerk in
CESTAT - reg.

Sir,

In continuation to this Tribunal's earlier letters on the above subject a fresh proposal for revision of Recruitment Rules in respect of Lower Division Clerk of this Tribunal alongwith following documents are forwarded:

1. Requisite information in **Annexure -I**
 2. Requisite information in **Annexure -II**
 3. Requisite information in **Annexure -III**
 4. Draft notification of the amendment in Recruitment Rules of Lower Division Clerk.
 5. Certificate that no court case is either in process or pending on the Recruitment Rules
 6. Certificate holding that the feeder post does not have any other promotional avenue.
 7. Promotional hierarchy chart of Lower Division Clerk including the feeder post.
 8. Statement showing sanctioned strength of Multi Tasking Staff (Feeder cadre of Lower Division Clerk).
 9. Copy of Ministry of Finance letter F.No.27/48/95-Ad.IC dtd. 07/04/1997
(Annexure-1).
 10. Copy of DOP&T O.M. No. AB-14017/32/2009-Estt(RR) dated 07/10/2009
(Annexure-2).
 11. Copy of DOP&T O.M. No. AB-14017/32/2009-Estt(RR) dated 17/05/2010
(Annexure-3)
 12. Copy of DOP&T O.M. No. 23020/3/18-Estt(C) dated 11/03/2019 **(Annexure-4).**
 13. Copy of DOP&T O.M. No. AB.14017/13/2023-Estt(RR) dated 31/03/2015
(Annexure-5).
 14. Copy of DOP&T O.M. No. AB.14017/4/2021-Estt(RR) dated 20/09/2022
(Annexure-6).
 15. Copy of Notification No. 01/2003 dated 06/06/2003 **(Annexure-7).**
- 

- 16. Copy of DOP&T O.M. No. AB14017/21/2011-Estt(RR) dated 10/05/2013 (Annexure-8)
- 17. Copy of Recruitment Rules of Lower Division Clerk (1985) (Annexure-9).
- 18. Copy of Recruitment Rules of Multi Tasking Staff (2014) (Annexure-10).

It is, therefore, requested that the Recruitment Rules for Lower Division Clerk may be revised as per the proposal at the earliest as it is a long pending matter.

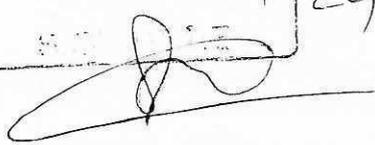
Encl : as above

Yours faithfully,



(Bineesh Kumar K.S)
Registrar



ISSUED : 4/7/24


(1)

ANNEXURE-I

Name of the post	No. of Post	Classification	Scale of Pay	Whether Selection post or non-selection post	Age limit for direct recruits
1 LOWER DIVISION CLERK	2 50* (2024) * Subject to variation on workload dependent	3 General Central Service Group 'C' Non-Gazetted, Ministerial	4 Level-2	5 Non-Selection	6 18-27 years (Relaxable for Govt. servants upto 40 years in accordance with the instructions or orders issued by the Central Government)

<p>Whether the benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972</p>	<p>Educational and other qualifications required for direct recruits</p>	<p>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes</p>	<p>Period of probation, if any</p>	<p>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.</p>
<p>7 Not Applicable</p>	<p>8 (i) 12th Class or equivalent from a recognised board or university, (ii) 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 KDPH/ 9000 KDPH on an average of 5 key depressions for each word.</p>	<p>9 Age - No Educational qualification - Yes, to the extent indicated in Col. 8.</p>	<p>10 2 YEARS Note 1 : Mandatory induction training of atleast two weeks duration for successful completion of probation</p>	<p>11 50% by promotion failing which by deputation. 50% by direct recruitment failing which by deputation.</p>

5

In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption 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.
<p>12</p> <p>Promotion</p> <p>Multi- Tasking Staff (MTS) having 3 years regular service in posts in Level-1 and having educational qualifications as prescribed in Col 8</p> <p>Deputation</p> <p>i) Persons working in analogous posts on regular basis in any Central Govt. Deptt. OR</p> <p>ii) 3 years regular service in posts in Level-1 having educational qualifications as prescribed in Col. 8.</p>	<p>13</p> <p>GROUP 'C' DEPARTMENT PROMOTION COMMITTEE</p> <p>(i) Any Member of Customs Excise & Service Tax Appellate Tribunal nominated by the President, CESTAT – CHAIRMAN</p> <p>(ii) Registrar, Customs Excise & Service Tax Appellate Tribunal –MEMBER</p> <p>(iii) Dy. Registrar, Customs Excise & Service Tax Appellate Tribunal –MEMBER</p> <p>GROUP 'C' DEPARTMENT CONFIRMATION COMMITTEE</p> <p>(i) Any Member of Customs Excise & Service Tax Appellate Tribunal nominated by the President, CESTAT – CHAIRMAN</p> <p>(ii) Registrar, Customs Excise & Service Tax Appellate Tribunal –MEMBER</p> <p>(iii) Dy. Registrar, Customs Excise & Service Tax Appellate Tribunal –MEMBER</p>	<p>14</p> <p>Not Applicable</p>

ANNEXURE II

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1.	(a) Name of the posts	LOWER DIVISION CLERK
	(b) Name of the Ministry/Department	MINISTRY OF FINANCE, DEPTT. OF REVENUE, CUSTOMS EXCISE AND SERVICE TAX APPELLATE TRIBUNAL
	(c) Number of posts	50
	(d) Scale of pay	LEVEL 2
	(e) Class and Service to which the posts belong	General Central Service Group 'C' Non-Gazetted - Ministerial
	(f) Ministerial or non-Ministerial of F.R.9 (17)	Ministerial
2.	Appointing Authority	REGISTRAR, CESTAT
3.	Duties of the post in detail	Organizing files, entering data, issuing notices and orders, clerical work, typing letters, preparing salary slips, maintaining employee service books etc.
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	By promotion failing which by transfer on deputation - 10% By direct recruitment failing which by transfer on deputation - 90%
5.	Methods of recruitment proposed-	50% by promotion failing which by deputation. 50% by direct recruitment failing which by deputation
6.	If promotion is proposed as a method of recruitment-	
	(a) Designation and number of the posts proposed to be included in the field of promotion.	Feeder cadre - MTS No. of posts - 25 (i.e. 50% of 50)
	(b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	Multi- Tasking Staff (MTS) having 3 years regular service in posts in Level-1

	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	50%
	(d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	YES. Recruitment Rules for the post of MTS has been framed and enclosed at Annexure - 10 Commission's reference no. to be provided by Ministry
	(e) If Recruitment Rules were not framed for the posts in the field of promotion.	
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	NA
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	NA
	(iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	Feeder cadre of MTS is filled by Direct Recruitment
	(f) (i) Is the promotion to be made on selection or non-selection basis?	NON-SELECTION
	(ii) Reasons for the proposal (i) above.	As per O.M. No. AB.14017/32/2009-Estt(RR) dated 7.10.2009 (Annexure-2)
	(g) If a DPC exists, what is its composition.	1. Any Member, CEGAT 2. Deputy Secretary (Admn), Ministry of Finance 3. Registrar, CEGAT
	(h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	NO
7.	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	NA
8.	If direct recruitment is proposed as a method of recruitment please state.	
	(a) The percentage of vacancies proposed to be filled by direct recruitment.	50%
	(b) Indicate if there are any promotional avenues for the direct recruitment.	LDCs are promoted as UDC in Level-4

	(c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government servants?	18-27 years (Relaxable for Govt servants upto 40 years in accordance with the instructions or orders issued by the Central Government)
	(d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified Essential Desirable	Essential : (i) 12 th Class or equivalent from a recognised board or university ; (ii) 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 KDPH/ 9000 KDPH on an average of 5 key depressions for each word. Desirable : NIL
	(e) Whether essential qualification to be prescribed are in accordance with any Act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s)	As per O.M. No. AB.14017/32/2009-Estt(RR) dated 7.10.2009
	(f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	No
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/ possible/ necessary.	NA
10.	(i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	Yes
	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	NA
11.	(a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	NA
	(b) The percentage of vacancies proposed to be filled by this method.	NA

	(c) The period to which deputation will be limited.	NA
	(d) The names of the posts of grades or services etc. from which deputation/absorption is proposed.	NA
12.	(a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	By deputation
	(b) Whether the Recruitment Rules relate to a post which has been upgraded from Group C to Group B or Group B to Group A or within the same group? If so, whether the necessary provisions for initial constitution has been proposed.	NA
	(c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	NA
13.	(a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	Consultation with UPSC is required for relaxation or amendment of the RRs
	(b) Whether the Department of Personnel and Training have concurred in the proposal?	(to be provided by Ministry)
14.	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	(to be provided by Ministry)
15.	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/early decision.	(to be provided by Ministry)

Signature of the Officer sending the proposals

Telephone No. _____

Place: **New Delhi**

Date: **1.7.2024**

10

ANNEXURE III

Form to be filled by the Ministry/ Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved Recruitment Rules.

1. (a) Name of the Post : LOWER DIVISION CLERK
(b) Name of the Ministry/ Deptt.: MINISTRY OF FINANCE, DEPTT. OF REVENUE
CUSTOMS, EXCISE & SERVICE TAX
APPELLATE TRIBUNAL

2. Reference No. in which Commission's advice on Recruitment Rules was conveyed. NA

3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and reference: 21.6.86 (Annexure-9)

Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
	ENCLOSED SEPARATELY		

4. Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

(to be given by Ministry)

Signature of the Officer sending the proposals

Telephone

No. _____

Place: new Delhi

Date: 1.7.2011

(11)

LOWER DIVISION CLERK
OF
CUSTOMS EXCISE AND SERVICE TAX APPELLATE TRIBUNAL

Col. No.	EXISTING PROVISIONS IN RECRUITMENT RULES	PROPOSED PROVISIONS IN RECRUITMENT RULES	JUSTIFICATION FOR AMENDMENT IN R.R.
01.	LOWER DIVISION CLERK		
02.	Name of the Post No. of Post - 24 * (1985) * Subject to variation dependent on workload	50* (2024) * Subject to variation dependent on workload	Vide M/o Finance, D/o Revenue letter no. 27/48/95-Ad.1C dtd. 7.4.1997, 28 more posts of LDC were sanctioned vide F.No. 20/16/2004-Ad.1C dated 19.7.2005 and vide No. 27/62/2006-Ad.1C dated 7.3.2006, 2 posts of LDC were abolished. Hence, at present 50 posts of LDC are sanctioned. (Annexure -1)
03	Classification - General Central Service Group 'C' Non-Gazetted, Ministerial		
04	Scale of Pay - Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400	LEVEL-2	The scale of pay is proposed to be amended in place of existing pre-revised scale in view of the CCS (RP) Rules, 2016 (Seventh Pay Commission)
05	Whether Selection Post or Non-Selection Post Not Applicable	Non-selection	To be amended in terms of the DOPT O.M. No. AB-14017/32/2009-Estt(RR) dtd. 7.10.2009 (Annexure - 2)
06	Whether benefit of added years of Service admissible under rules 30 Of the CCS (Pension) Rules, 1972 No		

07	Age limit for direct recruitments	18-25 years (Relaxable for Govt. servants upto 35 years in accordance with the instructions or orders issued by the Central Government)	18-27 years (Relaxable for Govt. servants upto 40 years in accordance with the instructions or orders issued by the Central Government)	To be amended in terms of the DOP T O.M. No. AB- 14017/32/2009-Estt(RR) dtd. 7.10.2009 (Annexure - 2)
08	Educational & other Qualification Required for direct recruits	(i) Matriculation or equivalent ; (ii) Minimum speed of 30 w.p.m in English or 25 w.p.m. in Hindi Typewriting	(i) 12 th Class or equivalent from a recognised board or university ; (ii) 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 KDPH/ 9000 KDPH on an average of 5 key depressions for each word)	To be amended in terms of the DOP T O.M. No. AB- 14017/32/2009-Estt(RR) dtd. 7.10.2009 and 17.5.2010 (Annexure - 2,3)
09	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age - No Educational qualification - as in Col 12	Age - No Educational qualification -Yes, to the extent indicated in Col. 8.	To be amended in terms of the DOP T O.M. No. AB- 14017/32/2009-Estt(RR) dtd. 7.10.2009 (Annexure - 2)
10	Period of probation, if any	2 years	2 YEARS Note 1 : Mandatory induction training of atleast two weeks duration for successful completion of probation	Mandatory training required as per DOP&T O.M. No. 28020/3/2018-Estt.(C) dated 11.3.2019 (Annexure-4)
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	By promotion failing which by transfer on deputation - 10% By direct recruitment failing which by transfer on deputation - 90%	50% by promotion failing which by deputation. 50% by direct recruitment failing which by deputation.	Method of recruitment modified as per column 10 of DOP&T O.M. No. AB.14017/13/2013-Estt (RR) dated 31.3.2015 (Annexure - 5) *Justification provided at end note

<p>12</p> <p>In case of recruitment by promotion/ deputation/ transfer, grade from which promotion/ deputation / transfer to be made</p>	<p>Promotion Group 'D' employees who possess the educational qualifications prescribed in Col. 8.</p> <p>Transfer on deputation Persons working in analogous posts on regular basis in any Central Govt. Deptt.</p>	<p>Promotion Multi- Tasking Staff (MTS) having 3 years regular service in posts in Level-1 and having educational qualifications as prescribed in Col. 8.</p> <p>Deputation i) Persons working in analogous posts on regular basis in any Central Govt. Deptt. OR ii) 3 years regular service in posts in Level-1 having educational qualifications as prescribed in Col. 8.</p>	<p>Qualifying service as per DOP&T O.M. No. AB.14017/4/2021-Estt (RR) dated 20.9.2022 (Annexure-6)</p>
<p>13</p> <p>If a Departmental Promotion Committee exists, what its position</p>	<p>GROUP 'C' DEPARTMENT PROMOTION COMMITTEE i) Any Member of Customs Excise & Gold (Control) Appellate Tribunal nominated by the President, CEGAT – CHAIRMAN ii) Dy. Secretary (Admn.), Ministry of Finance, Deptt. of Revenue - MEMBER iii) Registrar, Customs Excise & Gold (Control) Appellate Tribunal - MEMBER</p>	<p>GROUP 'C' DEPARTMENT PROMOTION COMMITTEE i) Any Member of Customs Excise & Service Tax Appellate Tribunal nominated by the President, CESTAT – CHAIRMAN ii) Registrar, Customs Excise & Service Tax Appellate Tribunal - MEMBER iii) Deputy Registrar, Customs Excise and Service Tax Appellate Tribunal - MEMBER</p>	<p>The name of the Tribunal has been changed vide notification no. 01/2003 dtd. 6.6.2003</p> <p>DOP&T O.M. No. 14017/21/2011-Estt(RR) dated 10.5.2013 (Annexure-7,8)</p>

		GROUP 'C' DEPARTMENT CONFIRMATION COMMITTEE	
14 Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable	(i) Any Member of Customs Excise & Service Tax Appellate Tribunal nominated by the President, CESTAT - CHAIRMAN (ii) Registrar, Customs Excise & Service Tax Appellate Tribunal - MEMBER (iii) Dy. Registrar, Customs Excise & Service Tax Appellate Tribunal - MEMBER	

As per the column 10 of O.M. dated 31.3.2015, the method to be prescribed and percentage of vacancies to be filled by each method is to be decided keeping in view the structure of the cadre, availability of suitable personnel in the feeder grade and need to provide for adequate promotional avenues to qualified personnel in the feeder grade to sustain the morale and efficiency of the cadre. It is also stated that while fixing the proportion for promotion, to ensure that the feeder grade concerned has sufficient strength to sustain the same, the feeder grade to promotion grade ratio should be 2 at least for the method of recruitment as 'Promotion failing which 'deputation' and that direct recruitment at successive level has to be avoided.

There are 50 posts of LDC in the Tribunal and Multi Tasking Staff (MTS)(the feeder grade of LDC) has the sanctioned strength of 104. The ratio of LDC and MTS is 1:2. The MTS are being appointed through SSC and are qualified for promotion as LDC. Therefore, there is enough staff in feeder cadre for promotion to the post of LDC. Hence, sufficient promotion quota is required for sustaining the morale and efficiency of the cadre. Moreover, the guidelines propose that direct recruitment at successive level to be avoided. Since MTS are already appointed through direct recruitment, the direct recruitment quota in LDC to be reduced to 50%.

In view of the above, it is proposed to fill 50% posts of LDC by promotion failing which by deputation and 50% by direct recruitment failing which by deputation, which is acceptable as per DOP&T norms referred above.

MINISTRY OF FINANCE
(Department of Revenue)
New Delhi, the 24th June 2024

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 'B' and Group 'C' posts) Recruitment Rules, 1986, in so far as they relate to the posts of Lower Division Clerk, 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 Lower Division Clerk 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' and Group 'C' posts Recruitment Rules, 2023.

(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

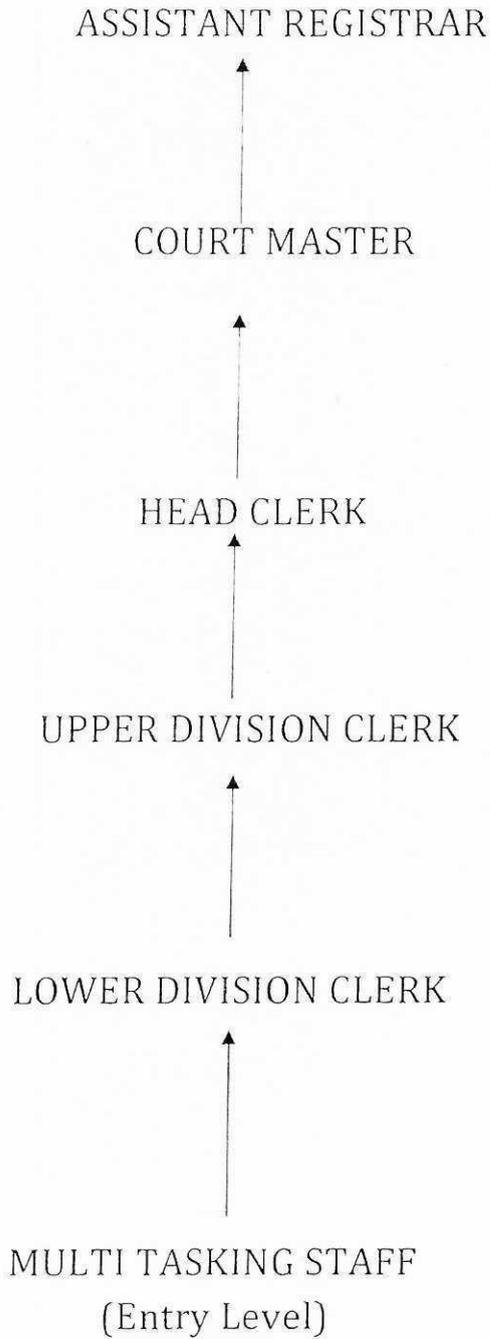
Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

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 Casts, the Scheduled Tribes, Ex-Service men and other special categories of persons including Other Backward Classes and economically weaker setion in accordance with the orders issued by the Central Government from time to time in this regard.

PROMOTIONAL HIERARCHY CHART

CUSTOMS EXCISE & SERVICE TAX APPELLATE TRIBUNAL



STATEMENT SHOWING SANCTIONED STRENGTH OF MTS
(FEEDER CADRE OF LOWER DIVISION CLERK)

NAME OF FEEDER CADRE	SANCTIONED STRENGTH	WORKING STRENGTH	VACANCY	Date of vacancy	
Multi Tasking Staff	104	79	25	30.4.2020	Retired
				25.6.2020	Tech.resignation
				7.12.2020	Tech.resignation
				28.2.2021	Tech.resignation
				30.6.2021	Retired
				31.7.2021	Retired
				29.10.2021	Dismissed
				31.12.2021	Tech.resignation
				25.3.2022	Tech.resignation
				29.6.2022	Tech.resignation
				25.9.2022	Tech.resignation
				30.9.2022	Retired
				15.12.2022	Tech.resignation
				11.1.2023	Tech.resignation
				24.1.2023	Tech.resignation
				24.3.2023	Tech.resignation
				31.3.2023	Tech.resignation
				19.4.2023	Tech.resignation
				24.4.2023	Tech.resignation
				30.4.2023	Retired
2.5.2023	Tech.resignation				
12.5.2023	Tech.resignation				
18.5.2023	Tech.resignation				
9.8.2023	Tech.resignation				
13.12.2023	Tech.resignation				

Annexure-1

183

F.No.27/48/95-Ad.IC
Government of India
Ministry of Finance
Department of Revenue.
.....

New Delhi, the 7th April, 1997.

To

The President,
Customs, Excise & Gold(Control)
Appellate Tribunal,
West Block No,2, R.K. Puram,
New Delhi.

Sub:- SIU- study of the registry of CEGAT - Creation of additional posts for efficient functioning of CEGAT - regarding.

Sir,

I am directed to refer to the proposal for creation of additional posts contained in your letter No.Da.No.429/PRE-CEGAT/95 dated 20th Dec., 1995 and to convey the approval of the President for the creation of the following temporary posts for augmenting the staff strength in the registry, with immediate effect:-

S.No.	Name of the post	Pay Scale	Existing staff strength	Additional posts sanctioned
1.	Dy. Registrar	Rs.3000-4500	2	5
2.	Asstt. Registrar	Rs.2000-3500	9	3
3.	Court Master	Rs.1600-2900	5	7
4.	Head Clerk	Rs.1400-2300	10	8
5.	UDC	Rs.1200-2040	23	14
6.	LDC	Rs. 950-1500	24	28
7.	Librarian Sr.Grade	Rs.1400-2300	1	3
8.	Librarian	Rs.1200-2040	4	4
9.	Hindi Typist	Rs. 950-1500	1	3
10.	Steno Gr.II	Rs.1400-2600	25	4
11.	Steno Gr.III	Rs.1200-2040	3	7
12.	Daftry	Rs. 775-1025	8	4
13.	Peon/Photocopier Gestetner Operator.	Rs. 750- 940	23	35
14.	safaiwala	Rs. 750- 940	5	3
			Total :	128

Contd...2..

43

19

-2-

2. The above temporary posts are initially sanctioned for a period from 07-04-1997 and upto 28-02-1998.

3. This issues with the approval of Secretary(R) & Expenditure vide Dy. No.F.4733/SR/97 dated 04-04-1997.

yours faithfully


(Madho Ram)

Deputy Secretary to the Govt. of India.

F.No.20/16/2004-Ad.IC
Government of India
Ministry of Finance
Department of Revenue

New Delhi, the 7th March, 2006

ORDER

Subject: Abolition of 25 posts in the Customs, Excise & Service Tax Appellate Tribunal, Department of Revenue under the categories of Private Secretary, Librarian, Stenographer Grade II, Stenographer Grade III, UDC, LDC and Staff Car Driver - regarding.

Sir,

The undersigned is directed to convey the sanction of the President for the abolition of the following posts in the Customs, Excise & Service Tax Appellate Tribunal, Department of Revenue:

S.No	Name of the Post	Number of the posts to be abolished.	Vacancy year
1.	Private Secretary	1	2001-02
2.	Librarian	9	2001-02
3.	Stenographer Grade II	8	2001-02
4.	Stenographer Grade III	3	2001-02
5.	UDC	1	2001-02
6.	LDC	2	2003-04
7.	Staff Car Driver	1	2001-02
	Total	25	

(S.G.P. Verghese)

Under Secretary to the Govt. of India

The Pay & Accounts Officer,
Department of Revenue,
Church Road Hutments,
New Delhi.

Copy to:

- 1 Registrar, CESTAT for compliance w.r.t. this Deptt.'s letter of even no. dated 27.01.06 and CESTAT's letter no. 28(52)/CESTAT/Admn./2004 dated 08.02.06
- 2 US (Ad. IA) w.r.t. O.M.No.50/28/2005-Ad.IA dated 16.02.06.
- 3 IFU III
- 4 Sanction folder

(S.G.P. Verghese)

Under Secretary to the Govt. of India

H.C.

494
16-3-20

No. AB-14017/32/2009-Estt (RR)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel and Training
New Delhi

Dated the 7th October, 2009

OFFICE MEMORANDUM

Subject:- Model RRs for the post of Lower Division Clerk

The 2nd Administrative Reforms Commission in their 10th Report have recommended that the minimum qualification for recruitment to the post of LDCs should be 12th Pass or equivalent. These recommendations have been considered in this Department and it has been decided to accept the same. Accordingly, a copy of the fresh Model RRs for the post of Lower Division Clerk is forwarded herewith for framing and amendment of existing Rules by the respective Ministries/Departments. In case any modification is required depending upon the requirement of the Department having regard to the structure/functional requirements etc., the proposal may be sent to this Department for approval. The Ministry of Home Affairs are also requested to forward these Model RRs to the UT Administrations for appropriate action.

2. All Ministries/Departments are requested to forward the Model RRs to all attached/subordinate offices for amending their RRs. These may also be forwarded to all autonomous/statutory bodies for adoption.

1. Hindi version will follow.

(J.A.Vaidyanathan)
Deputy Secretary to the Government of India
Tel. 23092112

To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi

4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi

Copy to :-

- (1) The Rajya Sabha Secretariat, New Delhi.
- (2) The Lok Sabha Secretariat, New Delhi.
- (3) All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
- (4) Establishment Officer and Secretary, ACC (10 copies).
- (5) All Officers and Sections in the Department of Personnel & Training.
- (6) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
- (7) All Staff Members of National Council (JCM)
- (8) All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
- (9) Establishment (RR Division) (100 copies)
- (10) NIC, North Block for posting on the website.

(J.A. Vaidyanathan)
Deputy Secretary to the Government of India
Tel. 23092112

Model Recruitment Rules for the post of Lower Division Clerk

Name of Post	Lower Division Clerk
Number of Post	* (year of framing)
	*Subject to variation dependent on workload
3. Classification	General Central Service Group 'C' Non-Gazetted/Ministerial
4. Pay Band and Grade Pay	Pay Band – 1 Rs. 5200-20200 Grade Pay Rs. 1900/-
5. Whether selection post or non selection post	Non-Selection
6. Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules, 1972	Not applicable
7. Age limit for direct recruitment	Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government)
	Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through SSC crucial date for determining the age limit shall be the last date for receipt of applications.)
3. Educational and other qualifications required for direct recruits	(i) 12 th Class or equivalent qualification from a recognized Board or University (ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter Or 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 KDPH/9000 KDPH on an average of 5 key depressions for each word)

Yes, to the extent indicated in Col. 11.

Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees

0 Period of probation, if any

Two years

1 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

(i) 85 % by direct recruitment through SSC. (The words "through SSC" may be deleted, where recruitment is not through SSC)

(ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Grade Pay of Rs. 1800 and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST)

Note:- If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the

employees qualifying at an earlier examination are considered before those who qualify at a later examination.
(iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have 3 years regular service in posts with the Grade Pay of Rs. 1800.

In case of recruitment by promotion/ As stated in Col. 11

deputation/ absorption grades from which promotion/deputation/absorption to be made

If DPC exists, what is its composition

Group C Departmental Promotion Committee. (Full composition to be indicated)

Circumstances in which UPSC is to be consulted in making recruitment

is to be Not applicable

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No. AB-14017/32/2009-Estt (RR)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel and Training
New Delhi

Dated the 17th May, 2010

OFFICE MEMORANDUM

Subject:- Model RRs for the post of Lower Division Clerk

A reference is invited to this Department OM of even no. dated 7th October 2009 enclosing the Model RRs for the post of Lower Division Clerk.

2. The matter relating to Skill Test norms for recruitment to the post of LDC has been considered. Staff Selection Commission will conduct all skill tests in typing only on computers from the Financial Year 2010-11 onwards. Accordingly, the entries pertaining to Skill Test Norms prescribed in the Col. 8 of the Model RRs for the post of LDC may be modified to include the Skill Test Norms 'only on computers'. All the Ministries/Departments are, therefore, requested to amend the RRs for the post of LDC accordingly.
3. Ministry of Home Affairs etc. are requested to bring the contents of this OM to the notice of their attached/subordinate offices also.
4. Hindi version will follow.

(J.A. Vaidyanathan)

Deputy Secretary to the Government of India
Tel. 23092112

To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.

No.28020/3/2018-Estt.(C)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated: 11th March, 2019

OFFICE MEMORANDUM

Subject: Master Circular on Probation/Confirmation in Central Services- reg.

The undersigned is directed to refer to this Department's O.M.No.28020/1/2010-Estt.(C) dated 21.07.2014 wherein consolidated instructions on Probation/Confirmation were issued.

It has been decided to further consolidate/modify the instructions/guidelines in relation to probation and confirmation as a Master Circular to provide clarity and ease of reference. The Master Circular issued vide O.M. dated 21.07.2014 has been suitably updated as on date and the same is enclosed. The list of O.M.s which have been referred for consolidation of instructions for this Master Circular is at Appendix.

Unmesh Kumar Bhatia
11/3/2019

(Unmesh Kumar Bhatia)
Deputy Secretary to the Government of India
Telefax: 23094471

Copy to:
All Ministries/Departments of Government of India.

O/C

- Copy to:
- (I) The President's Secretariat, New Delhi.
 - (II) The Vice-President's Secretariat, New Delhi.
 - (III) The Prime Minister's Office, New Delhi.
 - (IV) The Cabinet Secretariat, New Delhi.
 - (V) The Rajya Sabha Secretariat, New Delhi.
 - (VI) The Lok Sabha Secretariat, New Delhi.
 - (VII) The Controller and Auditor General of India, New Delhi.
 - (VIII) The Secretary, Union Public Service Commission.
 - (IX) The Secretary, Staff Selection Commission.
 - (X) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
 - (XI) All Officers and Sections in the Department of Personnel & Training.

W

7. A probationer, who is not making satisfactory progress, should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement. This can be done by giving a written warning to the effect that his general performance has not been such as to justify his confirmation and that, unless he shows substantial improvement within a specified period, the question of discharging him would have to be considered. Even though this is not required by the rules, discharge from the service being a severe, final and irrevocable step, the probationer should be given an opportunity before taking the drastic step of discharge.

8. During the period of probation, or any extension thereof, candidates may be required by the Government to undergo such courses of training and instructions and to pass examinations, and tests (including examination in Hindi) as the Government may deem fit, as a condition for the satisfactory completion of probation.

MANDATORY INDUCTION TRAINING

9. In all cases of direct recruitment there should be a mandatory induction training of at least two weeks duration. Successful completion of the training may be made a pre-requisite for completion of probation. The syllabus for the training may be prescribed by the Cadre authorities in consultation with the Training Division of DOPT. The recruitment rules for all posts, wherever such a provision does not already exist, may be amended to provide for such mandatory training. Till such time as the Recruitment Rules are amended, a clause on the above lines may be included in the offer of appointment.

PERIOD OF PROBATION

10. The period of probation is prescribed for different posts/services in Central Government on the following lines:

S.No.	Method of appointment	Period of Probation
PROMOTION		
1.	Promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C'	No probation.
2.	Promotion from one Group to another e.g. Group 'B' to Group 'A'	The period of probation prescribed for the direct recruitment to the higher post. If no period is prescribed then it should be 2 years.

No. AB.14017/13/2013-Estt.(RR)
 Government of India
 Ministry of Personnel, PG & Pensions
 (Department of Personnel & Training)

29

New Delhi the 31st March, 2015

OFFICE MEMORANDUM

Sub: Step guide for processing of the proposal for framing / amendment of Recruitment Rules.

The undersigned is directed to state that this Department has issued guidelines on framing/amendment/relaxation of Recruitment Rules vide OM No. AB-14017/48/2010-Estt.(RR) dated 31.12.2010 which inter-alia provides thirteen column Schedule (Annexure-I) to be annexed with the notification of the Recruitment Rules. A detailed step guide (column-wise) for processing of the proposal for framing / amendment of Recruitment Rules is enclosed. The step guide material may be used for filling up thirteen columns Schedule (Annexure-I) to be annexed with notification part of the recruitment rules for various posts under Ministries / Departments.

2. Hindi Version will follow.

(Shukdeo Sahi) 31/3/15

Under Secretary to the Government of India

*(Link: Circular → Establishment → Recruitment Policies)

To

- (1) All the Ministries/Departments (As per the standard list).
- (2) The President's Secretariat, New Delhi
- (3) The Vice-President Secretariat, New Delhi
- (4) The Prime Minister's Office, New Delhi
- (5) The Cabinet Secretariat, New Delhi
- (6) The Comptroller and Auditor General of India, New Delhi
- (7) The Secretary, Union Public Service Commission, New Delhi

Copy to:-

- (1) Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
- (2) All the attached offices under the Ministry of Personnel, Public Grievances & Pension
- (3) Establishment Officer and AS.
- (4) Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
- (5) All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
- (6) NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.

(Shukdeo Sahi) 31/3/15

Under Secretary to the Government of India

30

- To be ensured that the qualifications and experience prescribed are the minimum required for the post. On the ground that persons with higher qualifications are available, the minimum required qualification/ experience need not be stepped up.

Column 8: Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees

The entry under this Col. will be either 'yes' or 'no' or 'not applicable'.

- The entry will be 'not applicable' where in the particular RRs, direct recruitment/promotion is not a method prescribed

- Under 'no', the entry could be either a simple 'No' or a qualified one -i.e., 'No, but must possess at least.....'.

- The entry will be 'No' in all cases of RRs of non-technical posts.

- For junior Group A and Group B posts, only the basic qualification in the discipline need be insisted upon even in scientific and technical posts - e.g. if the minimum qualification is degree in civil engineering for direct recruits, for the promotees it may be at least a diploma in civil engineering. In such cases, the entry under Col. No. 9 will be "No, but must possess at least a diploma in civil engineering".

- For scientific and technical posts in the Pay Band 3 Rs. 15600-39100 Grade Pay Rs. 6600 and above, the entry shall normally be 'Yes'.

Column 9: Period of probation, if any

Probationary period is prescribed only in RRs where direct recruitment or re-employment (before the age of superannuation) is a method or where promotion is from a lower group to a higher group (e.g. from Group C to B, Group B to A).

Period of probation

- Promotion from one grade to another within the same Group (e.g. from Group C to Group C, Group B to Group B) - no probation.

- Promotion from a lower group to a higher group (e.g. from Group B to Group A) - 2 years.

- (i) For direct recruitment to posts except clause (ii) below - 2 years

- (ii) For direct recruitment to posts carrying a Grade Pay of Rs. 7600 or above or to the posts to which the maximum age limit is 35 years or above and where no training is involved - 1 year

Note: Training includes 'on the job' or 'Institution

- Officers re-employed before age of superannuation - 2 years

- Appointment on contract basis, tenure basis, re-employment after superannuation and absorption - no probation.

Column 10: 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

- The methods to be prescribed and the percentage of vacancies to be filled by each method in each individual case to be decided keeping in view inter alia
 - (i) Structure of the cadre/hierarchy
 - (ii) Availability of suitable personnel in the relevant feeder grade
 - (iii) Need for induction from outside through Direct Recruitment or Deputation (including Short-term Contract)/Absorption on functional considerations.
- Need to provide for adequate promotional avenues to qualified personnel in the feeder grade to sustain the morale and efficiency of the cadre.

•While fixing the proportion for promotion, to ensure that the feeder grade concerned has sufficient strength to sustain the same. The feeder grade to promotion grade ratio should be 2 at least for the method of recruitment as 'Promotion failing which Deputation'. In case of feeder grade to promotion grade ratio is 3 to 5 times, the method may be prescribed as 'Promotion'.

- Direct recruitment at successive level to be avoided.
- Direct recruitment against isolated posts to be avoided.
- The method of short term contract could be included when services of suitable officers belonging to non-government organizations (ex. Universities, recognized institutes, public sector undertakings etc.) are required for appointment to teaching/research/ scientific or technical posts.
- Where absorption is prescribed in the RRs the absorption will apply only to officers belonging to the Central and State Government and UT Administrations.
- The composite method of deputation/promotion or deputation (including short term contract)/promotion to be prescribed where the field of promotion consists of only one post.

Column 11: In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made

Entry for promotion:

..... (name of feeder grade) in PB..... Rs..... and GP Rs..... withyears of regular in the grade and having successfully completed weeks training in (subject/ area of work relevant to duties & responsibility of the higher post)*

* The duration of training may be decided taking into account the functional requirement, knowledge & skill up-gradation of feeder grade officers and infrastructure of the organization.

Entry for deputation or deputation/absorption:

'Officers of the Central Government (or the Central Government/State Government or Union territories):

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

F. No. AB-14017/4/2021-Estt.(RR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi.
Date: 20 September 2022.

OFFICE MEMORANDUM

Subject: Revised Pay Levels as per recommendations of the Seventh Central Pay Commission - Issue of instructions on revision in minimum qualifying service required for promotion - regarding

The undersigned is directed to refer to this Department's OM No. AB.14017/13/2016-Estt.(RR) dated 9.8.2016, wherein all Ministries/Departments were advised to amend the Service Rules and Recruitment Rules by substituting the existing Pay Band and Grade Pay with the new pay structure i.e. "Level in the Pay Matrix", as per the recommendations of 7th CPC and the CCS (Revised Pay) Rules 2016 issued by Department of Expenditure vide Notification dated 25th July, 2016, straightaway without making a reference to the Department of Personnel and Training (DOP&T)/Union Public Service Commission (UPSC).

2. Attention is invited to this Department's OM No AB.14017/61/2008-Estt. (RR) dated 24.3.2009, which was issued following implementation of the recommendation of the 6th CPC, indicating the revised minimum qualifying service required for promotion, to be prescribed in the Service/Recruitment Rules, as per the revised pay structure introduced as per recommendations of the 6th CPC and accepted by the Government. The said OM was issued in the context of earlier instructions issued vide DOPT OM No. AB.14017/2/97-Estt. (RR) dated 25.5.1998, prescribing the minimum qualifying service as per 5th CPC pay scales.

3. Instructions revising the minimum qualifying service required for promotion, as per 7th CPC Pay Matrix/Pay Levels, have not been issued so far and proposals for framing/amendment of RRs/Service Rules are still being considered, based on the requirements prescribed in OM dated 24.3.2009. Though the levels in Revised Pay Matrix as per 7th CPC Pay Matrix, generally correspond to the pre-revised Grade Pays/Pay Scales (6th CPC), however, a need was felt to prescribe minimum qualifying service for promotion as per Pay Levels in the Revised Pay Matrix.

Annexure-I

Sl.No.	Level		Minimum qualifying service for promotion
	From	To	
1	Level 1	Level 2	3 Years
2	Level 2	Level 3	3 Years
3	Level 2	Level 4	8 Years
4	Level 3	Level 4	5 Years
5	Level 4	Level 5	5 Years
6	Level 4	Level 6	10 Years
7	Level 5	Level 6	6 Years
8	Level 6	Level 7	5 Years
9	Level 6	Level 8	6 Years
10	Level 6	Level 9	8 Years
11	Level 6	Level 10	10 Years
12	Level 6	Level 11	12 Years
13	Level 7	Level 8	2 Years
14	Level 7	Level 9	3 Years
15	Level 7	Level 10	5 Years
16	Level 7	Level 11	9 Years
17	Level 8	Level 9	2 years
18	Level 8	Level 10	4Years
19	Level 8	Level 11	8 Ycars
20	Level 9	Level 10	2 Years
21	Level 9	Level 11	7 Years
22	Level 10	Level 11	5 Years
23	Level 11	Level 12	5 Years
24	Level 11	Level 13	10 Years
25	Level 12	Level 13	5 Years
26	Level 12	Level 13A	6 Years
27	Level 13	Level 13A	2 Years
28	Level 13	Level 14	3 Years
29	Level 13A	Level 14	2 Years
30	Level 14	Level 15	3 Years
31	Level 15	Level 16	1 Year
32	Level 15	Level 17	2 years
33	Level 16	Level 17	1Year

Sanjay

MIN. OF FINANCE, EXCISE & SERVICE TAX
WEST BENGAL NO. 2, R.K.

APPELLATE TRIBUNAL
EW DELHI-110003.

ANNEXURE

Dated the 6th June 2003.

NOTIFICATION NO. 61/2003

The Finance Act 2003 (NO. 32/2003) has substituted the words and brackets "Gold (Control)", by the words "Service Tax".

The CEGAT Procedure Rules 1982 as amended, will now be known as Customs, Excise & Service Tax Appellate Tribunal Procedure Rules 1982. All other entries wherever the words "CEGAT" are used shall be read as Customs, Excise & Service Tax Appellate Tribunal (CESTAT).

(JUSTICE K.K. USHA)
PRESIDENT

Copy to:-

1. SPS to President (2 copies).
2. Deputy Secretary (AD-IC), Min. of Finance. Dep't. Of Revenue, North Block, New Delhi.
3. All Members at Delhi/Mumbai/Kolkata/Chennai and Bangalore.
4. Zonal Benches at Delhi/Mumbai/Kolkata/Chennai and Bangalore.
5. CDR/Jt.CDR and DRs at Delhi/Mumbai/Kolkata/Chennai and Bangalore.
7. All Chief Commissioners/Commissioners of Customs and Central Excise.
- ii. M/s Centax Publication Pvt. Ltd. 1512-B, Bhisin Pitamah Marg, Opp. Sachdeva P.T. Collage, Defence Colony, New Delhi-110003.
9. M/s Deeparchie Publications M-93, Marg-46, Saket, New Delhi.
10. M/s Excise & Customs, Cases (formerly Capital Law House) 88, Ram Street Vishwas Nagar, Delhi.
11. Sh. R. Venkatraman, Conslt. (E & C and Exim) 44-B Regal Flate. Shipra, Suncity, Indrapuram, Ghaziabad Distt.
12. M/s Cen-Cus publications, A-252, Shivalik, New Delhi-17.
13. Bar Association at Delhi/Mumbai/Kolkata/Chennai and Bangalore.
14. All Concerned.

(A. K. AGNIHOTRI)
REGISTRAR

13-6
Issued on

No. AB.14017/21/2011-Estt. (RR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, the 10th May, 2013

Office Memorandum

Subject: Change of the term "DPC (for confirmation)"-reg.

Attention is invited to this Department instructions on consolidated guidelines on framing /amendment of RRs vide OM dated 31.12.2010. The guidelines prescribe that when Promotion, Direct Recruitment/re-employment of Armed Forces Personnel are included as a method of recruitment in the RRs for the post, column 12 of the Schedule shall include the DPC for considering Promotion and Confirmation as applicable.

2. This Department in consultation with UPSC has re-examined the term "Departmental Promotion Committee (for confirmation)" used in column 12 of the Schedule of the RRs. It has been decided that the same shall be substituted with the term "Departmental Confirmation Committee" (for considering confirmation) in cases where the method of recruitment includes direct recruitment/absorption/re-employment of Armed Forces Personnel. However where Promotion is prescribed as a method of recruitment, the composition of Departmental Promotion Committee (for considering Promotion) shall be included in column 12 of the Schedule of the RRs. Ministries/Departments may take necessary action for incorporating the provisions in this regard in the RRs for a post.

3. Hindi version will follow.



(Mukta Goel)
Director (E-I)
Tel. 2309 2479

Copy to:

1. All Ministries/Departments of Government of India.
2. Chief Secretaries of All State Governments.
3. The President's Secretariat, New Delhi.

Contd..../-

No		9	10	11	
	(i) Pass in Higher Secondary Examination. (ii) Certificate in Library Science of a recognised Institution. (iii) About 2 years experience in a reputed Library. Note: The qualification regarding experience is relaxable at the discretion of the Competent Authority in the case of Scheduled Castes or Scheduled Tribes, if at any authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.	Note applicable.	2 years	By direct recruitment which by transfer or deputation/transfer	
	12 Transfer on D. putation/Transfer: Officers of Central Government (i) holding analogous posts: OR (ii) holding posts of Upper Division Clerks and possessing Certificate of Library Science of a recognised Institution. (Period of deputation shall, ordinarily, not exceed 3 years).	13 1. Any Member of Customs, Excise and Gold (Control) Appellate Tribunal, nominated by the President, Customs, Excise and Gold (Control) Appellate Tribunal. — Chairman 2. Deputy Secretary (Admin) Ministry of Finance, (Department of Revenue) — Member. 3. Registrar, Customs, Excise and Gold (Control) Appellate Tribunal. — Member.	Not applicable.	14	
10. Lower Division Clerk.	24* (1985) *Subject to variation dependent on workload.	3 General Central Services, Group-C (Non-Gazetted) (Ministerial)	4 Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400.	5 Not applicable.	6 18 to 25 years. (Relaxable for Government servants upto 35 years in accordance with the orders/instructions 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 Andaman and Nicobar Islands and Lakshadweep). In the case of recruitment through the Staff Selection Commission the crucial date for determining the age limit shall be the date notified by the Commission.
No	8 (i) Matriculation or equivalent (ii) Minimum speed of 30 words per minute in English or 25 words per minute in Hindi Type-writing.	9 Age—No Educational Qualifications—as in col. 12.	10 2 years	11 (i) By promotion which by transfer or deputation—10% (ii) By direct recruitment falling which by transfer on deputation	

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<p>Elect. recruit- h by trans- ation/trans-</p> <p>Promotion: Group 'D' employees who possess the edu- cational qualifications prescribed in Col. 8 transfer on deputation: Persons working in analogous posts on regular in any Central Government Departments of deputation shall, ordinarily, not exceed 3 years).</p>		<ol style="list-style-type: none"> Any Member of Customs, Excise and Gold (Control) Appellate Tribunal, nominated by the President, Customs, Excise and Gold (Control) Appellate Tribunal. —Chairman Deputy Secretary (Admn.), Department of Revenue, Ministry of Finance. —Member. Registrar, Customs, Excise and Gold (Control) Appellate Tribunal.—Member. 	Not applicable

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<p>Hindi Typist</p>	1* (1985) *Subject to variation dependent on workload	General Central Service Group-'C' (Non-Gazetted) (Ministerial)	Rs. 260-6-290-EB-6-326-8-366-8-390-10-400	Non-Selection.	<p>18 to 25 years. (Relaxable upto 35 years for Government servants in accordance with the instructions or orders issued by the Central Government).</p> <p>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 the Andaman and Nicobar Islands and Lakshadweep).</p> <p>In case of recruitment made through the Employment Exchange the crucial date for determining the age limit shall be the last date upto which the Employment Exchanges are asked to submit the names.</p>

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No	<ol style="list-style-type: none"> Matriculation or equivalent qualifications. Minimum speed of 25 words per minute in Hindi Typewriting. 	Not applicable.	2 years.	By direct recruitment failing which by transfer on deputation/transfer.	

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<p>motion y transfer —10% er recruit- hich by tra- deputation</p> <p>Transfer on deputation, transfer: Not applicable. (i) Persons holding analogous post in Central Government departments. (ii) Lower Division Clerks of Customs, Excise and Gold (Control) Appellate Tribunal having the qualifications mentioned at Column 8. (Period of deputation shall ordinarily not exceed 3 years).</p>		<ol style="list-style-type: none"> Any Member of Customs, Excise and Gold (Control) Appellate Tribunal nominated by President, Customs, Excise and Gold (Control) Appellate Tribunal.—Chairman. The Deputy Secretary, Ministry of Finance Department of Revenue. —Member. Registrar, Customs, Excise and Gold (Control) Appellate Tribunal. —Member. 	Not Applicable

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 Multi-Tasking Staff in the Customs, Excise and Service Tax Appellate Tribunal (CESTAT) under the Department of Revenue, Ministry of Finance, namely:-

1. Short title and commencement. (1) These rules may be called the Ministry of Finance, Customs, Excise and Service Tax Appellate Tribunal, Group 'C' post Recruitment Rules, 2014.

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

2. Number of post, classification, 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, qualifications 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 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 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.

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 in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE.

Name of post	Number of post	Classification	Pay Band and Grade Pay or Pay Scale	Whether selection post or non-selection post	Age-limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Multi-Tasking Staff	95* (2014) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Pay Band-I, Rs. 5200-- 20200 plus Grade Pay of Rs. 1800	Not applicable	Between 18 and 25 years of age. (Relaxable for Government servants upto forty years in the case of general candidates and upto forty-five years in case of candidates belonging to the Scheduled Castes and the Scheduled Tribes in accordance with the orders issued by the Central Government from time to time). Note : The crucial date for determining age-limit shall be the

(बिनीष कुमार के.एस.)/(Bineesh Kumar K.S.)

पंजीकार/Registrar

सीमायुक्त उल्हासपुर-8 एवं सेवा कर अपीलीय अदालत/CESTAT

पश्चिमी ब्लॉक II/West Block-II

रामा कृष्ण पुरम, नई दिल्ली-110066

R. K. Puram, New Delhi-110066

Method under	(6)	
and	closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangri Sub-Division of Chamba District of Himachal Pradesh, the Andaman and Nicobar Islands or Lakshadweep)	
ation	In case of recruitment made through the Employment Exchange the crucial date for determining the age-limit shall be the last date up to which the Employment Exchange is asked to submit the names	
and		
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to, it lass	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
ired is in	(7)	(8)
	Matriculation or equivalent pass from a recognised Board.	Not applicable
		Two years
	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 or absorption, grades from which promotion or deputation or absorption to be made
	(10)	(11)
	By direct recruitment	Not applicable
	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
	(12)	(13)
	Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of :—	Not applicable.