

Name of post	Number of Post	Classification	Level in the Pay Matrix	Whether Selection Post or non selection Post	Age limit for Direct Recruits	Educational and other Qualifications required for Direct Recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Tax Assistant	451* (2018) *Subject to variation depending on workload.	General Central Service, Group "C", Non Gazetted, Ministerial	Level – 4 in the Pay Matrix (Rs. 25,500-81,100)	Non-Selection	Between 18 and 27 years of age (Relaxable for Government Servants in accordance with the instructions or orders issued by the Central Government from time to time) Note : The crucial date for determining the age limit shall be the 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, Lahaul and Sipti District and Pangi SubDivision of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshdweep)	(i) Degrees of a recognised University or equivalent. (ii) Should have basic knowledge in the use of computer applications. (iii) Should possess a speed of not less than 8000 key depressions per hour for data entry work. Note: The Speed of 8000 key depressions per hour for data entry work is to be judged by conducting a speed test on the electronic data processing machine.

Whether age and educational qualifications prescribed for direct recruits will apply in 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 vacancies to be filled by various methods.	In case of recruitment by promotion/deputation/ absorption, level in the pay matrix from which promotion/ deputation/ absorption to be made.
(8)	(9)	(10)	(11)
Age: No EQ: As prescribed in Col.11	Two Years for direct recruits.	(i) 70 per cent by direct recruitment through Staff Selection Commission; and (ii) 30 per cent by promotion.	<p>Promotion: From the Lower Division Clerks(LDC)(GP Rs1900,Level-2 in the pay matrix) and Head Havaldar(GP Rs1900,Level-2 in the pay matrix) who have rendered eight years of regular service in the Grade failing which</p> <p>(a) 11 years of combined regular service in the Grade of Lower Division Clerk and MTS or;</p> <p>(b) 11 years of combined regular service in the Grade of Havaldar and Head Havaldar or;</p> <p>(c) 11 years of combined regular service in the Grade of LDC and Havaldar</p> <p>shall be taken into consideration and should possess the following educational qualification and experience namely:</p> <p>(a) 12th class or equivalent from a recognised Board or University;</p> <p>(b) Data Entry Speed of 8000 key depression per hour for data entry work and passed the Departmental examination with typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer.</p> <p>Note 1: Where juniors who have completed this qualifying or eligibility service are being considered for promotion, their seniors 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 two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>

			<p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the said Pay Commission.</p>
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If Departmental Promotion Committee exist, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
<p>Group 'C' Departmental Promotion Committee :</p> <p>(i) The senior most Additional Director at Headquarters Office – Chairman (ii) The Additional/ Joint Director, Headquarters– Member (iii) Deputy/ Assistant Director of Income-Tax – Member</p> <p>Note: Where none of the member at serial No. (i) to (iii) above belongs to the Schedule Castes or the Schedule Tribes, a Group 'A' officer from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also associate as a member of the Departmental Promotion Committee.</p>	<p>Not Necessary</p>

