

SPEED POST/EMAIL

भारत सरकार / GOVERNMENT OF INDIA
वित्त मंत्रालय/ MINISTRY OF FINANCE
राजस्व विभाग/DEPARTMENT OF REVENUE
सीमा शुल्क, केंद्रीय उत्पाद शुल्क और सेवा कर समझौता आयोग
CUSTOMS, CENTRAL EXCISE & SERVICE TAX SETTLEMENT COMMISSION
तृतीय तल, सम्राट होटल, चाणक्यपुरी
3RD FLOOR, SAMRAT HOTEL, CHANAKYAPURI
नई दिल्ली/NEW DELHI

F.No. A-11011/02/2006-SC(PB)

Date: 03/10/2023

To

The Commissioner (Inv.),
Customs, Central Excise & Service Tax
Settlement Commission, Additional Bench, Chennai
II Floor, Narmada Block, Customs House,
Rajaji Salai, Chennai-600001

Sub: Inviting comments of the stakeholders on the draft Recruitment Rules for the post of Lower Division Clerk in the Customs, Central Excise & Service Tax Settlement Commission-Reg.

Madam,

Please find enclosed herewith a letter bearing F.No. A-11011/02/2006-SC(PB) dated 03.10.2023 alongwith Annexure-I on the above subject. It is requested to upload the same on the website of Settlement Commission for further necessary action.

This issues with the approval of the Competent Authority.

Yours faithfully,

Neeru Passrija
3/10/2023
(Neeru Passrija)

Superintendent/AO

Encl: As above

Issue
3/10/23
465

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File No. A-11011/02/2006-SC(PB)

Dated: 03/10/2023

Sub: Inviting comments of the stakeholders on the draft Recruitment Rules for the post of Lower Division Clerk in the Customs, Central Excise & Service Tax Settlement Commission-Reg.

In compliance of Office Memorandum bearing No. AB-14017/61/2008-Estt. (RR) dated 13.10.2015 issued by the Department of Personnel & Training, Ministry of Personnel P.G. & Pensions, the draft Recruitment Rules for the post of Lower Division Clerk, Group-C in the Customs, Central Excise & Service Tax Settlement Commission (copy enclosed), are placed on the website of the Settlement Commission for inviting comments from the stakeholders.

2. All the stakeholders are requested to send their comments, if any, in writing within a period of 30 days from the date of publication of the draft Recruitment Rules on the website of Settlement Commission, to the Commissioner, Room no. 353, Customs, Central Excise & Service Tax Settlement Commission, 3rd Floor, Hotel Samrat, Chankyapuri, New Delhi-110021.

This issues with the approval of the Competent Authority.

Alber
3/10/2023
Superintendent
Settlement Commission

Encl: As Above

ANNEXURE-I

**RECRUITMENT RULES FOR LOWER DIVISION CLERK IN THE CUSTOMS,
CENTRAL EXCISE & SERVICE TAX SETTLEMENT COMMISSION,
DEPARTMENT OF REVENUE, MINISTRY OF FINANCE**

Name of post	Number of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether Selection post or non-selection post	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
Lower Division Clerk	04 *Number (year) subject to variation dependent on workload	General Central Service, Group 'C', Non Gazetted, Ministerial	Level-2 in the pay matrix (Rs.19,900 -63,200).	Not Applicable	No	Not applicable	Not Applicable.

* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made
9	10	11	12
Not Applicable	Not Applicable	By Promotion	Vacancies shall be filled by Departmental examination with those having three years regular service in the grade of MTS, and the vacancies are to be allocated to the post of MTS in the ration of 9:1 respectively. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also

			<p>be considered provided they are not short of requisite 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: Necessary training in computer applications will be imparted to promotes in the grade of Lower Division Clerk.</p>
If a Departmental Promotion Committee exists what is its composition		13	Circumstances in which Union Public Service Commission to be consulted in making recruitment
<p>Group 'C' Departmental Promotion Committee consisting of :</p> <p>1. Chairman: Commissioner (HoD)</p> <p>2. Member: Addl/Joint Commissioner</p> <p>3. Member: A.O./DDO</p> <p>Note: Where none of the members above belongs to the Schedule Castes or the Schedule Tribes, a Group 'A' officers from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also be associated as a member of the Departmental Promotion Committee.</p>			Not Applicable

ANNEXURE-III

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & 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/Department Ministry of Finance/Department of Revenue
2. Reference number in which Commission's advice on recruitment rules was conveyed F.No.22/34/2003-Ad.IC
3. Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendment should be enclosed, duly flagged and referenced; Dated: 09.09.2005

Col No.	Provisions in the approved rules	Revised Provisions proposed	Reasons of the revision proposed
4	Rs. 3050-75-3950-80- 4590	Level-2 in the pay matrix (Rs.19,900 -63,200).	As per 7 th CPC.
7	18-25years. (Relaxable for Govt. servants up to 35 years in accordance with the instructions or orders issued by the Central Govt). Note: The crucial date for determining the age limit shall be as fixed the SSC	Not Applicable	The MTS staff are the permanent staff of the Settlement Commission, however, unless the said amendments are carried out in the RRs for the post of LDC, the MTS staff, as will have no scope of any promotion during their entire service. Also, this office is facing a lot of difficulty in getting willing candidates for deputation at the post of LDC.
8	(i) Matriculation or equivalent qualification from recognised Board or University. (ii) A typing speed of 30 words per minute in English or 25 words per minute in Hindi.	Not Applicable	
9	Yes, to the extent indicated in column (12)	Not Applicable	
11.	Deputation	By Promotion	

12.	Officers of the Central Government holding analogous posts on a regular basis	Multi-tasking staff working in Settlement Commission/ Officers of the Central Government holding analogous posts on a regular basis	
13	Not Applicable	<p>Group 'C' Departmental Promotion Committee consisting of :</p> <p>1. Chairman: Commissioner (HoD)</p> <p>2. Member: Addl/Joint Commissioner</p> <p>3. Member: A.O./DDO</p> <p>Note: Where none of the members above belongs to the Schedule Castes or the Schedule Tribes, a Group 'A' officers from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also be associated as a member of the Departmental Promotion Committee.</p>	

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

Neeru Passrija, DDO,
 Customs & Central Excise Settlement
 Commission, Hotel Samrat, Kautilya Marg,
 New Delhi
 Ph.-24106625

Neeruloy

Signature of the Officer
 Sending the proposal

Date: 27/9/2023

Place: NEW DELHI