

PUBLISHED IN PART-II SECTION 3 SUB-SECTION(1) OF THE GAZETTE OF INDIA

Government of India
Ministry of Finance
(Department of Revenue)

...

New Delhi, the

8 JUN 1988

NOTIFICATION

477
G.S.R.....In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to Group 'C' and Group 'D' posts in the Directorate of Publications (Customs & Central Excise), namely:-

1. Short title and commencement: (1) These rules may be called the Directorate of Publications (Customs & Central Excise) (Group 'C' and Group 'D' posts) Recruitment Rules, 1988.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. Application: These rules shall apply to the posts specified in column 2 of the Schedule annexed to these rules.
3. Number of posts, classification and scale of pay: The number of the said posts, their classification and the scales of pay attached thereto shall be as specified in column 3 to 5 of the said Schedule.
4. Method of recruitment, age limit, other qualifications, etc.:
The method of recruitment, age limit, qualifications and other matters relating to the said posts, shall be as specified in columns 6 to 15 of the Schedule aforesaid.
5. Disqualifications: No person,
(a) who has entered into or contracted a marriage with a person having a spouse living; or
(b) who, having a spouse living, has entered into or contracted a marriage with any person,
shall be eligible for appointment to any of the said posts:
Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

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6. Power to relax: Where the Central Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
7. Saving: Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Contd...3...

THE SCHEDULE

Name of Post.	No. of Post.	Classification	Scale of Pay	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.
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2.

3.

4.

5.

6.

7.

8.

9.

Not applicable

1. Office Superintendent (1988) Subject to variation depending on workload.

Group 'C' General Central Service (Non-Gazetted (Ministerial))

Rs. 2000-60-2300-EB-75 Non-Selection. 3200/-

No

Not applicable

Whether age and educational qualification prescribed for direct recruit will apply in the case of promotion.

Period of probation, if any. Method of rectt. whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods.

In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation to be made.

If a DPC exists what is its composition.

Circumstances in which UPSC is to be consulted in making recruitment.

10.

Not applicable

11.

2 years By promotion

12.

Promotion:

(i) Deputy Office Superintendent Level-I with 3 years regular service in the grade ~~filling which by Deputy Office Superintendent Level-I and Deputy Office Superintendent Level-II taken together, out of which 2 years regular service should be as Deputy Office Superintendent Level-I~~
(ii) Assistants with 5 years regular service in the grade.

13.

14.

The Group C Departmental Promotion Committee:

1. Director: Chairman
2. Deputy Director of Assistant Director (Administration): Member
3. Assistant Commissioner of Income-tax: Member

15.

Not applicable

✓ With seven years regular service as Deputy Office Superintendent Level-I

- 5 -

1.	2.	3.	4.	5.	6.	7.	8.	9.
2. Deputy Office Superintendent, Level-I.	(One)* 1988 *Subject to variation depending on workload.	Group 'C' General Central Services (Non-Gazetted) Ministerial.	Rs. 1600-50-2300-EB-60-2660/-	Non-selection.	No		Not applicable	Not applicable

10.

11.

12.

13.

14.

15.

Not
applicable

2 years

By promotion

(2)

Promotion

1) Deputy Office Superintendent Level-II with 5 years regular service in the grade failing which Deputy Office Superintendent Level-II with 8 years regular service as Deputy Office Superintendent Level-II and Upper Division Clerks taken together with at least 2 years regular service as Deputy Office Superintendent Level-II.

Group C Departmental
Promotion Committee:

Not
applicable.

1. Director: Chairman
2. Dy. Director ^{or} Asstt. Director: Member
3. Assistant Commissioner of Income-tax: Member.

(Administration)

1.	2.	3.	4.	5.	6.	7.	8.	9.
3.	Deputy Office Superin- tendent Level-II.	3(Three)* (1988) *Subject to change depe- nding on work load.	Group 'C' General Central Services (Non-gazetted) Ministerial.	Rs. 1400-40- 1800-EB-50- 2300/-	Non Selection	No	Not applicable	Not applicable

- 8 -

10.	11.	12.	13.	14.	15.
Not applicable	2 years.	By Promotion	<u>Promotion:</u> (i) Upper Division Clerks with 5 years regular service in the grade. (ii) Stenographer Grade-III with 5 years regular service who qualify in the Departmental Examination in Technical Subjects.	The Group C Departmental Promotion Committee: 1. Director: <u>Chairman</u> 2. Deputy Director or Asstt. Director: <u>Member</u> 3. Asstt. Commissioner of Income-tax: <u>Member</u>	Not applicable. L (Administration)

iii,

- 9 -

1.	2.	3.	4.	5.	6.	7.	8.	9.
4. Assistant	7(Saven)* (1988)	*Subject to change depending on workload.	Group 'C' General Central Services(Non- gazetted) Ministerial.	Rs. 1400-40-4600- 50-2300-EB-60- 2600/-	Selection No.		Not applicable	Not applicable

- 10 -

10.

Not applicable.

11.

2 Years. By promotion failing which by deputation and failing both by transfer.

12.

13.

①
Promotion: From amongst Upper Division Clerks with 5 years regular service in the grade.

Transfer/Deputation:
From amongst Upper Division Clerks with 5 years regular service in the grade working in the offices under Central Board of Excise and Customs.

Period of Deputation:

The period of deputation shall not ordinarily exceed 3 years.

14.

The Group C Departmental Promotion Committee:

1. Director: Chairman
2. Deputy Director or Asstt. Director: Member
3. Asstt. Commissioner of Income-tax: Member.

15.

Not applicable.

✓ (Administration)

- 11 -

2

Two*
(1988)*Subject to
variation
depending on
workload.

Group 'C'

General Central
Services (Non-
Gazetted)
Ministerial.Rs. 1400-40-1800-
EB-50-2300/-Non-
selection No
Not applicableamended by
vide P-37/Cand up to 40 years in diploma
Candidatesamended by
vide P-37/Camended
vide P-37/C

actions or orders issued
by the Central Govt.).
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 Laksha-
dwarp).

Between 20 and
25 years
(Relaxable for
Govt. servants
upto 35 years)
in accordance
with the instru-

1. Degree from a Matriculation
recognised
University
or equivalent
2. Speed of 120-100
words per minute
in English or
Hindi Short-
hand and 40
words per
minute in
English type-
writing or
30 words per
minute in Hindi
typewriting.

amended by
vide P-37/C-37/C

F.No. A-12018/17/88-Ad. III-B G.S.R. 503 dated 19-10-1991.

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, Nagaland, Tripura,
Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul
and Spiti district and Pangi Sub-division of Chamba District
of Himachal Pradesh, Andaman and Nicobar Islands or
Lakshadweep).

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15.

14.

13.

12.

11.

10.

Not applicable
Age: No
Educational
Qualification: Yes.

2 Years

By promotion
failing which by
direct recruitment.

Promotion:
Stenographer
Grade-III
with 5 yrs.
regular service
in the grade.

The Group C Departmental
Promotion Committee:

Not
applicable

1. Director: Chairman
2. Deputy Director: Member
3. Asstt. Commissioner
of Income-tax: Member

(Administration)

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2. Stenographer
Grade-III.

3. 5(Five)*
(1988)
*Subject
to variation
depending on
work load.

4. Group 'C'
General Central
Services(Non-
Gazetted)
Ministerial.

5. 1200-30-1500-
EB-90-2040.

6. Not
applicable

7. NO

8. Between 18
to 25 years
(Relaxable for
Govt. servants
upto 35 years in
accordance with the
instructions or orders
issued by the Central
Government).

9. 1. Matriculation
or equivalent.

2. Speed 400 wpm in
English or Hindi "3"
shorthand & 40 wpm
in English Type-
writing or 30 wpm 25
in Hindi Type-
writing.

*Amended by
20/1/36/c*

Note: The crucial date
for determining the age
limit shall be the closing
date for receipt of
applications from candidates
in India (other than Andaman
and Nicobar Islands and
Lakshadweep).

*amended
20/1/36/c*

*amended
20/1/36/c*

These in the

amended by page 36/c

F.No. A-12018/17/88-Ad. III-B G.S.R. 603 dated 19-10-1991.

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, Nagaland, Tripura,
Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul
and Spiti district and Pangl Sub-division of Chamba District
of Himachal Pradesh, Andaman and Nicobar Islands or
Lakshadweep).

10.	11.	12.	13.	14.	15.
Age/No Educational qualification: Yes.	2 years	By promotion failing which by direct recruitment.	<u>Promotion:</u> By selection through a limited competitive test from amongst Lower Division Clerks and Group 'D' staff in the Department with at least 2 years' regular service in the grade possessing the qualifications specified for direct recruit.	The Group C Departmental Promotion Committee; 1. Director: Chairman 2. Deputy Director or Asstt. Director: (Administration) Member 3. Assistant Commissioner of Income-tax: Member	Not applicable

Not applicable

ad
p 36/C

7. Junior Hindi
Transaltor

One*
(1988)
*Subject
to change
depending
on
workload.

Group 'C'
General Central
Services (Non-
Gazetted) Non-
Ministerial.

Rs. 1400-40-1800-
EB-50-2300/-

Not
applicable

28 years
(Relaxable upto 35 years
in the case of Government
Servant in accordance with
the instructions/orders
issued by the Central Govt.)

Note: The crucial date for
determining in age limit shall be
the closing date for receipt of
application from candidates in In
India (other than Andaman and
Nicobar Islands and Lakshadweep).

[These are

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9.

Master's degree of a recognised University in Hindi/English, with English/Hindi as a compulsory elective subject or as medium of examination at degree level.

OR

Master's degree of a recognised University in any subject other than Hindi/English, with Hindi and English as compulsory/elective subject or either of the two as medium of examination and the other as a compulsory/elective subject at degree level.

OR

Master's degree of a recognised University in any subject other than Hindi/English, with Hindi/English medium and English/Hindi as a compulsory elective subject or as medium of examination at degree level.

OR

Bachelor's degree of a recognised University, with Hindi and English as compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject, plus a recognised Diploma/Certificate Course in Translation from Hindi to English and vice-versa or two years' experience of translation work from Hindi to English and vice-versa in Central/State Government Offices, including Government of India Undertakings.

Contd...

ot
pplicable

11.
2 years

12.
By transfer on
deputation/trans-
fer or by direct
recruitment.

13.
Transfer on deputation/
transfer: From amongst
Central Government
Officers holding:-
(a)(i) analogous posts,

or
(ii) posts in the pay
scale of Rs.1200-2040
or equivalent with 3
years' regular service
in the grade; or

(iii) posts in the pay
scale of Rs.950-1500 with
5 years' regular service
in the grade; and

(b) possessing educational
and other qualifications
laid down in column 9
for direct recruits.

14.
The Group C Departmental
Promotion Committee:

1. Director: Chairman

2. Deputy Director or

Assistant Director/Member

3. Assistant Commissioner
of Income-tax : Member.

15.
Not
applicable

(Administration)

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2.

3.

4.

5.

6.

7.

8.

9.

8. Upper Division
Clerk/Storekeeper
(U.D.C).

10*
(Ten)
(1988)
*Subject to
change
depending
on
workload.

Group 'C'
Central General
Services (Non-
Gazetted)
Ministerial.

Rs. 1200-30-1560-
EB-40-2040/-

Non
Selection

Not
applicable

Not
applicable.

NO

Not
Applicable

2 years By

Promotion

Promotion:

1. 75% by promotion from amongst Lower Division Clerks with 8 years' regular service in the grade.
2. 25% by promotion of Lower Division Clerks with 5 years' regular service in the grade (against Merit Quota) who qualify in the departmental examination.

The Group 'C' Departmental
Promotion Committee:

1. Director : Chairman
2. Deputy Director or
Asstt. Director
(Administration) : Member
3. Asstt. Commissioner of
Income-tax : Member

Not
applicable.

1) Matriculation or equivalent qualification from a recognised Board or University.

Non selection

Between 18 and 25 years.
(Relaxable for Government servants upto 35 years in accordance with the instructions or orders issued by the Central 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 the Andaman and Nicobar Islands and Lakshadweep).

2) 30 W.P.M. in English typing or 25 W.P.M. in Hindi Typewriting.

Group 'C' General Central Services (Non-gazetted) Ministerial.

Rs. 950-20-1150-
EB-25-1500/-

13*
(1988)
*Subject to change depending on work load.

9. Lower Division Clerk.

95

- 20 -

13.

14.

15.

12.

As stated in
Column 12.The Group C Departmental
Promotion Committee:Not
applicable.

1. Director: Chairman
2. Deputy Director: Member
3. Assistant Commissioner
of Income-tax: Member.

cy
L Assistant
Director (Adm. & Insp.)

2. 1) 90% by direct recruitment.
15 Years. 11) 5% shall be filled up from amongst the Group D staff, who possess Matriculation or equivalent qualifications and have rendered 5 years' regular service in Group D, on the basis of a Departmental Qualifying Examination. The maximum age limit for eligibility for examination is 45 years (50 years for the Scheduled Castes and the Scheduled Tribes).

Note: (a) Unfilled vacancies pertaining to a particular year shall not be carried over.
(b) If more of such employees than the number of vacancies available under clause (ii) qualify at the said 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 latter examination.

iii) 5% shall be filled on seniority-sum-fitness basis from Group D employees who possess Matriculation or equivalent qualification.

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1.	2.	3.	4.	5.	6.	7.	8.	9.
10. Motor Driver.	2(Two* (1988) *Subject change depending on work load.	Group 'C' General Central Services (Non-gazetted) Non-Ministerial.	Rs. 950-20-1150- EB-25- 1500/-	Not applicable	No	Between 21 and 30 years.	(Relaxable for Government servants upto 10 years in accordance with the instructions or orders issued by the Central 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 in Andaman and Nicobar Islands and Lakshadweep).	<u>Essential</u> passession of a valid driving licences for motor vehicles. 3 yrs. driving experience for driving jeep/car. Knowledge of Motor Mechanism.

Desirable
Middle English
pass.

CSB

- 22 -

10.

11.

12.

13.

14.

15.

Not
applicable.

2

By transfer
failing which
by direct
recruitment.Transfer:-

On the result of the test in driving designed to adjudge suitability for the post with reference to standards of competence considered essential in driving cars from amongst regular Group 'D' employees working in the offices under Central Board of Excise and Customs possessing qualifications in column 9 or transfer from officers holding analogous post in other offices of Central Government.

Note: The candidates will be required to conform to such age limits as may be specified by the Central Board of Excise and Customs from time to time.

The Group C Departmental
Promotion Committee:

1. Director: Chairman
2. Deputy Director or Assistant Director (Administration): Member
3. Assistant Commissioner of Income-tax: Member.

Not
applicable.

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1.	2.	3.	4.	5.	6.	7.	8.	9.
10.	Gastetner (1988) Operator	<i>One</i> *Subject to change depe- nding on workload.	General Central Services (Non-Gazetted) Non-Ministerial Group 'D'.	Rs. 800-15-1010- EB-20-1150/-	Non Selection	No.		Not applicable

Revised as per
 Rs. 775-12-871-14-
 -955-15-1030-20-1150/-
 vide Dep't. of Secy. is
 OM No. 13(2)/IC/92
 dtd. 7-4-95
 2-140/w of No. 12/82-SSA

*Not
applicable*

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13.

14

-10.-

-11.-

-12.-

Not
applicable

2 years

By Promotion
failing which
by transfer on
deputation.

By promotion
Deputy(OG) with
3 years regular
service in the
grade having
proficiency in
operating and
maintaining cyclo-
tyling machines(hand-
operated/electrically
operated)

By transfer on
deputation
persons holding
analogous/equivalent
post or Deputy(OG)
having 3 yrs. regular
service in the grade.
Note: The deputation period
shall not ordinarily
exceed 3 years.

The Group D Departmental
Promotion Committee:

1. Deputy Director(Admn.): Chairman
2. Assistant Director: Member
3. Income-tax Officer: Member

Not
applicable

1. 2. 3. 4. 5. 6. 7. 8. 9.

12. Daftry

2(Two)*
(1988)*Subject to
change depen-
ding on
workload.Group 'D'
General Central
Civil Service
(Non-gazetted) Non
Ministerial.Rs. 775-12-955-
14-1025/-B- Non-
Selection

No

Not
applicableNot
applicableRs. 775-12-871-14-955-
-15-1030-20-1150

Vice Dsp/H J Spd/15

Cm. No. 13(2)/IC/92

dt. 7-4-85 mp-1/4/92

J.D./12/82-534

11.

12.

13.

14.

15.

2 years

By promotion
failing which
transfer on
deputation.

Promotion from
Messenger/peon
with 3 years *regular*
service.
Transfer on
deputation.
Person holding
analogous post.

The Group D Departmental
Promotion Committee:

Not
applicable

1. Deputy Director(Adm.): Chairman
2. Assistant Director: Member.
3. Income-tax Officer :Member.

Note: The period of
deputation shall not
ordinarily exceed 3
years.

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1.	2.	3.	4.	5.	6.	7.	8.	9.
13. Messenger/ Peon.	6(Six)* (1988)	Group 'D' General Central Services(Non- Gazetted) Mini- sterial	Rs.750-12-870- EB-14-940/-	Not applicable	No	Between 18 to 25 years.	Middle s: pass.	
		*Subject to Services(Non- change depen- ding on work load.				(Relaxable for Govt.servants in accordance with the instructions or orders issued by the Central Government.	upto 35 years in	

Prescribed to

in host at *Peon*
work 12 months

File A- 11019/84/21-

Ad. A- 11019/84/21-

Ad. A- 11019/84/21-

31

10.

11.

12.

13.

14.

15.

Not
applicable

2 years

By Direct
Recruitment. Not
applicableThe Group D Departmental
Promotion CommitteeNot
applicable

1. Deputy Director(Admn.):Chairman.
2. Assistant Director : Member
3. Income-tax Officer : Member.

C/S

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1.	2.	3.	4.	5.	6.	7.	8.	9.
14. Safaiwala	1 (One) (1988) *Subject to change depending on workload.	Group 'D' General Central Service (Non- Gazetted) Non- Ministerial	Rs. 750-12-870- EB-14-940/-	Not applicable	No	18 to 25 years (Relaxable for Government servant in accordance with the instructions or orders issued by the Central Government.	Desirable	pass.

L
upto 35 years

10.

11.

12.

13.

14.

15.

Not
applicable

2 years

By Direct
Recruitment.Not
applicable.The Group D Departmental
Promotion Committee:Not
applicable

1. Deputy Director(Admn.):Chairman

2. Assistant Director :Member.

3. Income-tax Officer :Member.

Ad-III B Section

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FARASH

2	3	4	5	6	7	8	9
1(One) (1988) Subject to Change depending on workload.	Group D General Central Civil Services (Non- Gazetted) Mini- sterial post.	Rs. 750-12-870- EB-14-94/-	Not applicable	No	Between 18 to 25 years. (Relaxation for Government servants in accordance with the instructions or orders issued by the Central Government.		<u>Desirable</u> Primary School Pass.

upto 35 years

OK

12.

13.

14.

15.

2 PARS. 100% by Direct
Recruitment.

Not
applicable

The Group D Departmental
Promotion Committee:

Not
applicable

1. Deputy Director(Admn.): Chairman
2. Assistant Director : Member
3. Income-tax Officer : Member.

(F.NO.A.12018/8/87-Ad.III.B)

Sd/-

(Parkash Banger)

Secretary to the Govt. of India.

27/11/88

27/11/88