

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II,
SECTION 3, SUB-SECTION (i)]

Government of India
Ministry of Finance
(Department of Revenue)

Notification

New Delhi, the May, 2023

G.S.R.....(E).- In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Directorate of Enforcement, (Lower Division Clerk), Group 'C' Post, Recruitment Rules, 2018, the President hereby makes the following rules regulating the method of recruitment to the post of Lower Division Clerk in the Directorate of Enforcement, Department of Revenue, Ministry of Finance, namely:-

1. **Short title and commencement.** - (1) These rules may be called the Ministry of Finance, Department of Revenue, Directorate of Enforcement, (Lower Division Clerk), Group 'C' Post, Recruitment Rules, 2023.

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

2. **Number of post, classification and level in pay matrix.** - The number of the said posts, its classification and level in the pay matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

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

4. **Disqualification.** - No person, -
(a) who has entered into or contracted 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 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 for reasons to be recorded in writing and in consultation with the Union Public Service Commission relax any of the provisions of these rules with respect to any class or category of persons.

6. **Savings** -- 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-servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Annexure-I

Name of the post	No. of posts*	Classification	Pay Band And Grade Pay.	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
Lower Division Clerk.	82*(2023) *subject to variation dependent on workload.	General Central Service Group 'C' Non-Gazetted, (Ministerial)	Level 2 (Rs.19900-63200)in the pay matrix	Non-Selection	Between 18 to 27 years of age (Relaxable for Government Servants up to 40 years, in accordance with instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be fixed by Staff Selection Commission (where recruitment is not through Staff Selection commission, crucial date for determining the age limit shall be the last date for receipt of applications.)	(i) 12 th class or equivalent qualification from a recognized board or university. (ii) A typing speed of 35 words per minute in English or 30 words per minutes in Hindi only on computers. Time allowed is 10 minutes (35 word per Minute and 30 words per Minute correspond to 10500 key Depressions per hours/ 9000 key Depressions per hours on an average of 5 key depressions for each word)
Whether age and educational qualifications prescribed for direct recruits	Period of probation, if any	Method of recruitment Whether by direct recruitment or by promotion or by deputation/transfer &		In case of Recruitment by promotion / deputation / transfer grades	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted

will apply in the case of promotee.		percentage of the posts to be filled by various methods.	from which promotion/deputation/transfe r to be made.		in making recruits.
8	9	10	11	12	13
Yes, to the extent indicated in column 11	Two years	<p>(i) 85% by Direct Recruitment through Staff Selection Commission.</p> <p>(ii) 10% by Promotion of Group 'C' staff in the Level 1 in pay matrix in the Directorate and who possess 12th class pass or equivalent qualification and have rendered three years regular service in the grade, on the basis of Departmental Qualifying Examination failing which by Direct Recruitment. The maximum age limit for eligibility for examination is 45 years. (50 years of age for Scheduled caste/ Scheduled Tribes.)</p> <p>(iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C staff who have three years regular service in the post with Level 1 in the Pay Matrix.</p>	As stated in column 10	<p>Group 'C' D.P.C. comprising of:-</p> <p>(i) Director of Enforcement- (Chairperson)</p> <p>(ii) Special/ Additional Director of Enforcement- (Member)</p> <p>(iii) Deputy Secretary/ Director, Department of Revenue, Ministry of Finance- Member</p>	Not Applicable.

Annexure III

(Enclosure to O.M. NO.14017/29/85-Estt. (RR) Pt. Dated 16.5.86)

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 No. in which commission's advice on recruitment rules was conveyed.	--
3.		Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amends should be enclosed duly flagged and referenced.	

Col.No.	Provisions in approved rules	Revised provisions proposed	Reasons for the revision proposed.
(1) Name of the post	Lower Division Clerk	Lower Division Clerk	No change
(2) No. of posts	82 *(2018) *subject to variation dependent on workload.	82*(2023) *subject to variation dependent on workload.	Change in the year
(3) Classification	General Central Service, Group 'C' Non-Gazetted (Ministerial).	General Central Service, Group 'C' Non-Gazetted (Ministerial).	No change
(4) Level in pay matrix	Level 2 (Rs.19900-63200) in the pay matrix	Level 2 (Rs.19900-63200)in the pay matrix	No change
(5) Whether selection post or non selection post	Non - selection	Non - selection	No change

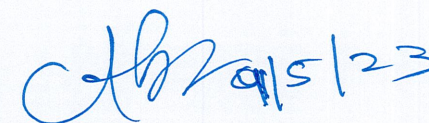
(6) Age limit for direct recruits	<p>Between 18 to 27 years of age (Relaxable for Government Servants up to 40 years, in accordance with instructions or orders issued by the Central Government)</p> <p>Note: The crucial date for determining the age limit shall be fixed by Staff Selection Commission (where recruitment is not through Staff Selection commission, crucial date for determining the age limit shall be the last date for receipt of applications).</p>	<p>Between 18 to 27 years of age (Relaxable for Government Servants up to 40 years, in accordance with instructions or orders issued by the Central Government)</p> <p>Note: The crucial date for determining the age limit shall be fixed by Staff Selection Commission (where recruitment is not through Staff Selection commission, crucial date for determining the age limit shall be the last date for receipt of applications.)</p>	No change
(7) Educational and other qualifications required for direct recruits	<p>(i) 12th class or equivalent qualification from a recognized board or university.</p> <p>(ii) A typing speed of 35 words per minute in English or 30 words per minutes in Hindi only on computers. Time allowed is 10 minutes (35 word per Minute and 30 words per Minute correspond to 10500 key Depressions per hours/ 9000 key Depressions per hours on an average of 5 key depressions for each word)</p>	<p>(i) 12th class or equivalent qualification from a recognized board or university.</p> <p>(ii) A typing speed of 35 words per minute in English or 30 words per minutes in Hindi only on computers. Time allowed is 10 minutes (35 word per Minute and 30 words per Minute correspond to 10500 key Depressions per hours/ 9000 key Depressions per hours on an average of 5 key depressions for each word)</p>	No change
(8) Whether age and educational qualifications prescribed for direct recruits will apply in the	Yes, to the extend indicated in column (11)	Yes, to the extend indicated in column (11)	No change

case of promotee			
(9) Period of probation, if any	Two years	Two years	No change
(10) Method of recruitment whether by direct recruitment or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods	<p>(iv) 85% by Direct Recruitment through Staff Selection Commission.</p> <p>(v) 10% by Promotion of Group 'C' staff in the Level 1 in pay matrix in the Directorate and who possess 12th class pass or equivalent qualification and have rendered three years regular service in the grade, on the basis of Departmental Qualifying Examination failing which by Direct Recruitment. The maximum age limit for eligibility for examination is 45 years. (50 years of age for Scheduled caste/ Scheduled Tribes.)</p> <p>(vi) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C staff who have three years regular service in the post with Level 1 in the Pay Matrix.</p>	<p>(vii) 85% by Direct Recruitment through Staff Selection Commission.</p> <p>(viii) 10% by Promotion of Group 'C' staff in the Level 1 in pay matrix in the Directorate and who possess 12th class pass or equivalent qualification and have rendered three years regular service in the grade, on the basis of Departmental Qualifying Examination failing which by Direct Recruitment. The maximum age limit for eligibility for examination is 45 years. (50 years of age for Scheduled caste/ Scheduled Tribes.)</p> <p>(ix) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C staff who have three years regular service in the post with Level 1 in the Pay Matrix.</p>	DoPT vide O.M F.No. AB14017/04/2021-Estt (RR) dated 20.09.2022 has changed the qualifying service for the promotion from Level - 1 to Level to Level - 2 from 05 years to 03 years.
(11) In case of recruitment by promotion or deputation or transfer grades from which promotion or	As stated in column (10)	As stated in column (10)	As stated in column (10)

deputation or transfer to be made.			
(12) If Departmental Promotion Committee exists, what is its composition	Group 'C' D.P.C. comprising of:- 1. Director of Enforcement, (Chairperson). 2. Special / Additional Director of Enforcement, (Member). 3. Director/ Deputy Secretary, Department of Revenue, Ministry of Finance, (Member).	Group 'C' D.P.C. comprising of:- 1. Director of Enforcement, (Chairperson). 2. Special / Additional Director of Enforcement, (Member). 3. Director/ Deputy Secretary, Department of Revenue, Ministry of Finance, (Member).	No change
(13) Circumstances in which UPSC is to be consulted in making recruits	Not Applicable	Not Applicable	No change

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

Sh. Sandeep Gahlot, Under Secretary (Ad. ED),
Department of Revenue, Ministry of Finance,
North Block, New Delhi.



JOINT DIRECTOR (ESTT)

Signature of the Officer sending the proposals

अभ्युदय अ. आनंद / ABHYUDAYA.ANAND

संयुक्त निदेशक / Joint Director

प्रवर्तन निदेशालय / Directorate of Enforcement

वित्त मंत्रालय, राजस्व विभाग

Ministry of Finance, Department of Revenue

भारत सरकार, नई दिल्ली / Govt. of India, New Delhi