

F.No. 2(172)/AT/2022/
Government of India
Appellate Tribunal (SAFEMA)
4th Floor, Lok Nayak Bhawan, Khan Market,
New Delhi – 110 003.

Dated: 18.07.2023

Sub: Amendment of Recruitment Rules (RRs) of the post Private Secretary, Personal Assistant, Assistant and Upper Division Clerk (UDC) in AT (SAFEMA) – reg.

It is proposed to revise/amend the Recruitment Rules for the posts of Private Secretary, Personal Assistant, Assistant & Upper Division Clerk, Appellate Tribunal under SAFEMA, Department of Revenue, Ministry of Finance. Accordingly, proposed draft Recruitment Rules for these posts are annexed for stakeholder consultation as per the extant provisions. Comments/representation in this regard may be sent to Registrar, Appellate Tribunal, 'A' Wing, 4th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 latest by 17.08.2023.

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18/07/2023
(Anoop Kumar Parmar)
Registrar

MINISTRY OF FINANCE
(Department of Revenue)NOTIFICATION

New Delhi, the _____

G.S.R. _____ (E).—In pursuance of the powers conferred by the proviso to article 309 of Constitution, the President hereby makes the following rules regulating the method of recruitment to various posts in the office of the Appellate Tribunal under Smugglers and Foreign Exchange Manipulators Act (SAFEMA), under the 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) the Appellate Tribunal under Smugglers and Foreign Exchange Manipulators Act (SAFEMA), 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 in the pay matrix.— The number of post, 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, qualifications, etc.— The method of recruitment, age-limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the aforesaid Schedule

4. Procedure for appointment by direct recruitment.— Wherever direct recruitment is prescribed in the schedules, same will be done by the recruitment agencies recognized by the Central government from time to time.

5. Procedure for appointment on deputation basis.—The Appellate Tribunal shall invite applications for the posts through wide advertisement.

6. Absorption of employees on appointment on deputation.—(1) Notwithstanding anything contained in the provisions of these rules, the persons appointed on deputation basis, who fulfill the qualifications and experience laid down in these rules and who are considered suitable by Departmental Promotion Committee, shall be eligible for absorption, in respective grade subject to the condition that such persons exercise their option for the absorption.

7. 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 other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

8. 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. Consultation with the Union Public Service Commission will be necessary for Group 'A' posts.

9. Savings.— Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, other backward classes, 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.

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SCHEDULE

Name of post	Number of posts	Classification	Level in pay matrix	Whether selection post or non-selection post.	Age-limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Private Secretary	3* (2023) *subject to variation dependent on workload.	General Central Service, Group 'B', Gazetted, Non-Ministerial.	Level - 7 (Rs.44900 -142400) in the paymatrix;	Selection	Not Applicable

Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the 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 the vacancies to be filled various methods
(7)	(8)	(9)	(10)
Not Applicable	Not Applicable	Not Applicable	Promotion failing which deputation / absorption

In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption to be made.	Departmental Promotion Committee (for promotion) and Selection Committee (for deputation and confirmation)	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>Promotion: Personal Assistant in the level six in pay matrix with five years regular service in the grade failing which ten years regular service in level four of the pay matrix in the Stenographer Grade II/ Grade 'D'</p> <p>Deputation: Officials of the Central Government or public sector undertakings or statutory bodies or judicial or quasi-judicial bodies,—</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service rendered after appointment thereto on regular basis in the level six or equivalent in the parent cadre or department or</p> <p>(iii) with ten years regular service in the in the Stenographer Grade II/ Grade 'D' rendered after appointment thereto on regular basis in the level four or equivalent in the parent cadre or department</p> <p>(b) Intermediate or equivalent from a recognized board and having knowledge of computer operation;</p> <p>(c) Possessing following skills: Dictation:- 10mts @ 80 w. p.m. Transcription: 50 mts. (English) and 65 mts. (Hindi) (on Computer)</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall not be more than 56 years</p>	<ol style="list-style-type: none"> 1. Member, Appellate Tribunal - Chairman 2. Registrar, Appellate Tribunal – Chairman 3. Under Secretary, Department of Revenue - Member 	Not Applicable

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(2)

(1)	(2)	(3)	(4)	(5)	(6)
Assistant	3* (2023) *subject to variation dependent on workload.	General Central Service, Group 'B', Non - Gazetted, Non-Ministerial.	Level – 6 (Rs.35400-112400) in the pay matrix;	Non-selection	Between 18 and 27 years of age. Note 1: Relaxable For Government Servant upto five years in accordance with the instructions or orders issued by the Central Government.

(7)	(8)	(9)	(10)
Bachelor Degree from a recognized University or Institute and having knowledge of computer operation	Not Applicable	Two years for direct recruitments	Direct Recruitment, failing which promotion/ deputation

(11)	(12)	(13)
<p>Promotion: Court Master of the Appellate Tribunal with six years of regular service in level 5 in pay matrix of Seventh Central Pay Commission failing which Senior Secretariat Assistant/ Upper Division Clerk of the Appellate Tribunal with ten years regular service in level- 4 in pay matrix of Seventh Central Pay Commission.</p> <p>Deputation: Officers of the Central Government or public sector undertakings or statutory bodies or judicial or quasi-judicial bodies,— (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with two years regular service rendered in level-6 (Rs.35400-112400) in the pay matrix in the parent cadre or department; or (iii) with six years regular service rendered in level-5 (Rs.35,400-112,400) in the pay matrix in the parent cadre or department; or (iv) with ten years regular service rendered in level-4 (Rs.25,500-81,100) in the pay matrix in the parent cadre or department; (b) Bachelor Degree from a recognized university or equivalent</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed five years.</p> <p>Note 3: The maximum age-limit for appointment by deputation shall not be more than 56 years</p> <p>Note 4: Officers working in Central Government or State Government offices only will be eligible for absorption</p>	<ol style="list-style-type: none"> 1. Registrar, Appellate Tribunal - Chairperson 2. Section Officer, Department of Revenue - Member 3. Any other Group 'B' Gazetted Officer,, Appellate Tribunal – Member 	Not Applicable

(3)

(1)	(2)	(3)	(4)	(5)	(6)
Personal Assistant	1* (2023) *subject to variation dependent on workload.	General Central Service, Group 'B', Non - Gazetted, Non-Ministerial.	Level – 6 (Rs.35400-112400) in the pay matrix;	Non - selection	Not Applicable

(7)	(8)	(9)	(10)
Not Applicable	Not Applicable	Not Applicable	Promotion failing which deputation / absorption

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(11)	(12)	(13)
<p>Promotion: Stenographer Grade 'D' in the level 4 in pay matrix with ten years regular service in the grade</p> <p>Deputation: Officials of the Central Government or public sector undertakings or statutory bodies or judicial or quasi-judicial bodies,—</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with ten years regular service rendered after appointment thereto on regular basis in the level four or equivalent in the parent cadre or department</p> <p>(b) Intermediate or equivalent from a recognized board and having knowledge of computer operation;</p> <p>(c) Possessing following skills: Dictation:- 10mts @ 80 w. p.m. Transcription: 50 mts. (English) and 65 mts. (Hindi) (on Computer)</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall not be more than 56 years</p>	<ol style="list-style-type: none"> 1. Registrar, Appellate Tribunal – Chairman 2. Section Officer, Department of Revenue – Member 3. Any other Group 'B' Gazetted Officer,, Appellate Tribunal – Member 	Not Applicable

(4)

(1)	(2)	(3)	(4)	(5)	(6)
Upper Division Clerk	2* (2023) *subject to variation dependent on workload.	General Central Service, Group 'C', Non - Gazetted, Non-Ministerial.	Level – 4 (Rs.25,500-81,100)	Non-selection	Between 18 and 27 years of age Note 1: Relaxable For Government Servant upto five years in accordance with the instructions or orders issued by the Central Government.

(7)	(8)	(9)	(10)
Intermediate or equivalent passed from a recognized Board and having knowledge of computer operation/ typing	Not Applicable	Two years for direct recruitments	Promotion failing which deputation / absorption

(11)	(12)	(13)
<p>Promotion:</p> <p>Lower Division Clerk of the Appellate Tribunal with eight years regular service in level-2 in pay matrix of Seventh Central Pay Commission failing which Court Attendant of the Clerk of the Appellate Tribunal with eight years regular service in level-2 in pay matrix of Seventh Central Pay Commission and possessing qualification as in column (7)</p> <p>Deputation: Officers of the Central Government or public sector undertakings or statutory bodies or judicial or quasi-judicial bodies,—</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with two years regular service rendered in level-4 (Rs.25,500-81,100) in the pay matrix in the parent cadre or department; or</p> <p>(iii) with five years regular service rendered in level-3 (Rs.21,700 – 69100) in the pay matrix in the parent cadre or department;</p> <p>(b) Intermediate or equivalent from a recognized board and</p>	<ol style="list-style-type: none"> 1. Registrar, Appellate Tribunal – Chairman 2. Section Officer, Department of Revenue – Member 3. Any other Group 'B' Gazetted Officer,, Appellate Tribunal – Member 	Not Applicable

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<p>having knowledge of computer operation; (c) possessing experience in administration, establishment and accounts matters</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed five years.</p> <p>Note 3: The maximum age-limit for appointment by deputation shall not be more than 56 years</p> <p>Note 4: Officers working in Central Government or State Government offices only will be eligible for absorption</p>		
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