

SCHEDULE

RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER IN THE MINISTRY/DEPARTMENT OF

1. Name of Post Accounts Officer
2. No. of Posts *(1987)
*(subject to variation dependent on work-load).
3. Classification General Central Service Group 'B' Gazetted Ministerial.
4. Scale of pay (i) Rs. 2000-60-2300-EB-75-3200-100-3500.
(ii) Rs. 2375-75-3200-EB-100-3500.
5. Whether selection post or non-selection post Selection (N.A. if promotion is not one of the methods of recruitment).
6. Whether benefit of added years of service admissible under Rule 30 of the C.C.S. (Pension) Rules, 1972. Not applicable.
7. Age limit for direct recruits. Not applicable.
8. Educational and other qualifications required for direct recruits. Not applicable.
9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. Not applicable.
10. Period of probation, if any. Two years (N.A. if promotion is not one of the methods of recruitment).
11. Method of recruitment whether by direct recruitment or by promotion/or by deputation/transfer and percentage of the vacancies to be filled by various methods. Any one or both of the following methods of rectt. according to the requirements in each case: (Instructions contained in para 3.12 of D.P. & A.R.'s O.M. No. 14017/24/76-Estt.(RR), dated 22-5-79, to be kept in mind).
(i) Promotion failing which by transfer on deputation.
(ii) Transfer on deputation or transfer on deputation/ transfer.
12. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made. **Promotion**
Jr. Accounts Officers/Accountant or equivalent with 3 years regular service in the grade (5 years regular service in the grade if the higher post is in the revised scale of Rs. 2375-75-3200-EB-100-3500).

***Transfer on deputation or transfer on deputation/transfer**

(a) Officers under the Central Government:—

(i) Holding analogous posts on regular basis; or

(ii) With 3 years regular service in the scale of Rs. 1640-2900 (5 years regular service is necessary for consideration for the posts of Accounts Officers in the pay scale of Rs. 2375-3500) or equivalent; and

(b) Possessing any one of the following qualifications:—

- (i) A pass in the SAS or equivalent examination conducted by any of the Organised Accounts Departments of the Central Government;
- (ii) Successful completion of training in the Cash & Accounts Work in the ISTM or equivalent and experience in Cash, Accounts & Budget Work.

(Period of deputation, including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same or some other organisation/department, shall ordinarily not exceed three years).

13. If a DPC exists, what is its composition.

Group 'B' DPC

(For considering promotion and confirmation if promotion is a method of recruitment *and* for considering confirmation of transferees. In case of appointment by transfer on deputation, entries will be "not applicable)."

A 'Note' as under also to be added if 'transfer' is also a method of recruitment:—

"Note:—The proceedings of the DPC relating to confirmation shall be sent to the Commission for approval. If however these are not approved by the Commission, a fresh meeting of the DPC to be presided over by the Chairman or a Member of the UPSC shall be held."

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

- (i) In case of an Officer being selected for appointment on transfer basis and
- (ii) While amending or relaxing these rules.

*(amended vide DPT OM No. AB. 14017/39/91-Estt.(RR) dated 25-10-1991).

**RECRUITMENT RULES FOR THE POST OF ASSISTANT ACCOUNTS OFFICER/
ASSISTANT AUDIT OFFICER ETC.**

Name of Post	No. of Post	Classification	Scale of Pay	Whether Selection Post or non-Selection Post	Age limit for direct recruits	Whether benefit of added years of Service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7	8
Assistant Accounts Officer/ Assistant Audit Officer etc.	X	General Central Service Group 'B' Gazetted Ministerial.	Rs. 2000-60-2300-EB-75-3200.	Non-Selection.	N.A.	N.A.	N.A.

1	2	3	4	5	6	7	8
<p>(Since designations vary in different accounts cadres, Deptt. may keep the designation existing in their cadre)</p>							
<p>X Exact number may be given. A note may be inserted as given below. "Not more than 80% of the posts sanctioned in the scale of pay of Rs. 1640-2900 will be treated to have been placed in the scale of pay of Rs. 2000-3200 (Functional)</p>							
Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	Period of probation if any	Method of rectt. Whether by direct rectt. or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods.	In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	If a DPC exists, what is its composition	Circumstances in which U.P.S.C. is to be consulted in making rectt.		
9	10	11	12	13	14		
N.A.	N.A.	By promotion	Promotion Section Officers/Jr. Accounts Officers in the scale of pay of Rs. 1640-2900 with 2 yrs. regular service in the grade.	Group 'B' DPC May be given before notifying the recruitment rules.	Consultation with the Commission not necessary.		

Model Recruitment Rules for the post of Junior Accounts Officer/Accountant

1. Name of Post Junior Accounts Officer/Accountant.
2. No. of Post *Subject to variation dependent on workload.
3. Classification General Central Service Group 'B' Non-Gazetted.
4. Scale of Pay Rs. 1640-60-2600-EB-75-2900.
5. Whether Selection Post or non-selection post Selection ("Not Applicable" if promotion is not one of the methods of recruitment).
6. Age limit for direct recruits. Not Applicable.
7. Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972. Not Applicable.
8. Educational and other qualifications required for direct recruits. Not Applicable.
9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. Not Applicable.
10. Period of probation, if any 2 years
("Not Applicable" if promotion is not one of the methods of recruitment.
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. Any one or both of the following methods of recruitment according to requirement in each case:
(i) Promotion failing which by transfer on deputation.
(ii) Transfer on deputation or transfer on deputation/transfer.
12. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.
Promotion
.....(designation of the feeder post) with... years regular service in the grade.
(To be omitted if promotion is not one of the methods of recruitment).
Transfer on deputation/transfer
A. (a) (i) Assistants of CSS holding the posts on regular basis; or
(ii) UDCs of CSCS with 10 years' regular service in the grade; and
(b) Who have undergone training in cash and accounts work in the ISTM or equivalent and possess three years' experience of cash, accounts and budget work; failing which,
B. Officers under the Central Govt.:
(a) (i) holding analogous posts on regular basis; or
(ii) with five years' regular service in posts in the pay scale of Rs. 1400-2300/2600 or equivalent; or
(iii) with ten years' regular service in posts in the pay scale of Rs. 1200-2040 or equivalent; and

- (b) who have undergone training in cash and accounts work in the ISTM or equivalent and possess three years' experience of cash, accounts and budget work.

Or

A pass in the SAS or equivalent examination conducted by any of the organised Accounts Department of the Central Government.

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by transfer on deputation/transfer shall be not exceeding 56 years as on the closing date of receipt of applications).

13. If a DPC exists, what is its composition

Group 'B' DPC (for promotion) (The composition may be given if promotion is one of the modes of recruitment)

Otherwise "Not Applicable".

Group 'B' DPC (For confirmation)

(The composition may be given only if transfer is one of the modes of recruitment).

"Note: The proceedings of the DPC relating to confirmation of a direct recruit shall be sent to the Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the DPC to be presided over by the Chairman or a Member of the UPSC shall be held."

14. Circumstances in which Union Public Service Commission is to be consulted in making recruitment,

Consultation with Union Public Service Commission necessary while appointing an officer on transfer basis.