

ABN 14017/24/81 - Estt. (RR)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
Department of Personnel & Administrative Reforms
(Karmik aur Prachasnik Sudhar Vibhag)

New Delhi, the 20 May, 1982.

OFFICE MEMORANDUM

Subject: Recruitment Rules for the post of Junior
Accounts Officer/Accountant in various
Ministries/Departments of the Government
of India and Union Territories.

The undersigned is directed to forward herewith a copy of the model Recruitment Rules for the post of Junior Accounts Officer/Accountant (Rs.550-900/500-900) in various Ministries/Departments of the Government of India, prepared on the prescribed proforma in consultation with the Union Public Service Commission. The Ministry of Finance etc. are requested to adopt these model rules with such minor modifications as may be considered unavoidable taking into account the peculiar requirements of a particular case, if any. (The Ministry of Home Affairs are also requested to forward the model recruitment rules to the Union Territory Administrations for adoption).

(K.S.R. KRISHNA RAO)

UNDER SECRETARY TO THE GOVERNMENT OF INDIA.

To

All Ministries/Departments of the Government of India.

Copy forwarded to the Union Public Service Commission, with reference to their letter No. F.7/3/80 - RR, dated 27.4.1981.

Copy also to the attached and subordinate offices of the Ministry of Home Affairs/Department of Personnel and Administrative Reforms.

RECRUITMENT RULES FOR

IN MINISTRY/DEPARTMENT OF

Name of Post	No. of Posts	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.	6.a.	7
Junior Accounts Officer/Accountant.	**	General Central Service Group 'B' Non-Gazetted.	i) Rs. 550-25-750-EB-30-900. ii) Rs. 500-20-700-EB-25-900.	Selection. ("NA" if promotion is not one of the methods of recruitment).	NA	NA	Not applicable.

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To be filled by
the Ministry/
Department.

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 recruitment.
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8.	9.	10.	11.	12.	13.
<p>NA</p> <p>("NA" if promotion is not one of the methods of recruitment).</p> <p>++++ analogous posts or S.A.S. Accountants or S.A.S. passed Clerks from any of the Organised accounts Departments. (period of deputation shall not exceed three years).</p>	<p>2 years</p> <p>***</p>	<p>Any one or both of the following methods of recruitment according to requirement in each case:</p> <p>i) Promotion failing which by transfer on deputation.</p> <p>ii) Transfer on deputation or transfer on deputation/transfer.</p>	<p><u>Promotion</u> (designation of the feeder post) with years regular service in the Grade.</p> <p>(To be omitted if promotion is not one of the methods of recruitment). <u>Transfer on deputation or transfer on deputation/transfer.</u></p> <p>i) Assistants of the Central Secretariat Service with 5 years' service in the grade or with 10 years' combined service in the grades of Assistant/U.D.C. or U.D.Cs of CSCS with 10 years' service in the grade, who have undergone training in Cash & Accounts work in the Institute of Secretariat Training & Management or equivalent and possess three years' experience of cash accounts and budget work.</p> <p>ii) Failing (i) above officers under the Central Government holding</p>	<p><u>Group 'B'</u> <u>D P C</u> (The composition may be given if promotion and/or transfer methods of recruitment otherwise "NA"). A Note as under also to be added if transfer is one of the methods of recruitment.</p> <p>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.</p> <p>++++</p>	<p>Consultation with the Union Public Service Commission necessary while amending/relaxing any of the provisions of these rules.</p> <p>In case transfer is one of the methods of recruitment, the words "selecting an officer for appointment on transfer and" also to be added between the words "while" and "amending".</p>