No. AB-14017/32/2012-Estt. (RR)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training
New Delhi

Dated the 31st October, 2013

OFFICE MEMORANDUM

Subject: Model Recruitment Rules for the various posts of Accounts Cadre-reg.

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The Model RRs for the posts of Junior Accounts Officer/Accountant and Accounts officer of Accounts Cadre issued by this Department have been reviewed in the light of 6th CPC recommendations.

2. The designation with pay scale for various posts of Accounts Cadre shall be as below:-

Sr. No.	Designation	Pay Scale
1.	Junior Accounts Officer/Accountant	PB-2, GP-Rs. 4200
2.	Accounts Officer	(i) PB-2, GP-Rs. 4600 (ii) PB-2, GP-Rs. 4800

Accordingly, the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

2. Ministries/Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/statutory bodies for adoption. The Ministry of Home Affairs is also requested to forward these Model RRs to the UT Administrations for appropriate action.

3. Hindi version will follow.

(Mukta Goel)
Director (Estt-I)
Tel. 2309 2479

To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi.

4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi.

Copy to:-

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
7. All Staff Members of National Council (JCM)
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
9. Establishment (RR Division) (20 copies)
10. NIC, DOP&T, North Block.

(Mukta Goel)
Director (Estt.I)
Tel. 2309 2479

RECTRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER

Name of post	**No. of posts**	**Classification**	**Scale of pay**	**Whether selection post or non-selection post**
1	2	3	4	5
Accounts Officer	[(number)* (year of framing] *(subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.)	General Central Service, Group B, Gazetted, Non-Ministerial	i) Pay Band-2 (Rs. 9300-34800), Grade Pay of Rs. 4600 ii) Pay Band-2 (Rs. 9300-34800), Grade Pay of Rs. 4800	Selection ('Not Applicable' if promotion is not one of the methods of recruitment.)

Age limit for direct recruits	**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/ and percentage of posts to be filled by various methods**
6	7	8	9	10
30 Years (Relaxable for Government servants upto 5 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 (and not the closing date prescribed for those in Assam, Meghalaya,	**Essential** i) Degree of a recognized University/Institute ii) 3 years experience in Cash, Account and Budget work in a Government Office/ PSU/Autonomous body/ Statutory Body. (4 years experience if the post is in the PB-2, GP of Rs. 4800) **Note 1**: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing in case of candidates otherwise well qualified. **Note 2**: Qualifications	Not applicable	2 years for Direct Recruits	Any one or combination of the following methods of recruitment as per the requirements in each case: (i)Direct Recruitment (ii) Promotion failing which by deputation; (iii) Deputation /Absorption failing which by Direct Recruitment

Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	regarding experience is/are relaxable at the discretion of the Union Public Service Commission [Competent Authority] in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the Union Public Service Commission/Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.			

In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	**If a DPC exists, what is its composition**	**Circumstances in which UPSC is to be consulted in making recruitment**
11	12	13
Promotion Junior Accounts Officer/Accountant in PB-2, Rs. 9300-34800 with Grade Pay of Rs. 4200 with 5 years regular service in the grade (6 years regular service in the grade if the higher post is in the PB-2, GP of Rs. 4800) **Note 1**: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. **Note 2:** For the purpose of computing	Group B DPC (for promotion) (The composition may be given if promotion is one of the modes of recruitment) Group 'B' Departmental Confirmation Committee (for confirmation) (The composition may be given if Direct Recruitment is one of the modes of recruitment) Otherwise "Not Applicable".	Constitution with UPSC is necessary for direct recruitment and when an officer is in the field of consideration for appointment on absorption basis.

minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission. (To be omitted if promotion is not one of the methods of recruitment) <u>Deputation or deputation /absorption</u> a) officers under the Central Government:- i) holding analogous posts on regular basis in the parent cadre/department or ii) with 5 years' service in the grade rendered after appointment thereto on regular basis in Pay Band-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200 or equivalent in the parent cadre/department; (with 6 years' service in the grade rendered after appointment thereto		

on a regular basis in Pay Band -2 (Rs. 9300-34800) with Grade Pay of Rs. 4200 or equivalent in the parent cadre/department); and b) Possessing any one of the following qualifications:- i) A pass in the SAS or equivalent examination conducted by any one of the Organized Accounts Departments of the Central Government; ii) Successful completion of training in the Cash and Accounts Work in the ISTM or equivalent training course and a minimum of 3 years experience (4 years if the post is in PB-2 (Rs. 9300-34800, GP Rs. 4800) in Cash, Accounts and Budget work. **Note-1** 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, the deputationists shall not be eligible for consideration for appointment by promotion.		

Note-2 The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the last date of receipt of applications **Note 3**: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will		

extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.		

RECTRUITMENT RULES FOR THE POST OF JUNIOR ACCOUNTS OFFICER/ACCOUNTANT

Name of post	**No. of posts**	**Classification**	**Scale of pay**	**Whether selection post or non-selection post**
1	2	3	4	5
Junior Accounts Officer/Accountant	*(subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.)	General Central Service, Group 'B', Non-Gazetted, Ministerial	Pay Band-2 (Rs. 9300-34800), Grade Pay of Rs. 4200	Selection ('Not Applicable' if promotion is not one of the methods of recruitment.)

Age limit for direct recruits	**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/ and percentage of posts to be filled by various methods**
6	**7**	**8**	**9**	**10**
30 Years (Relaxable for Government servants upto 5 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 (and not the closing date prescribed for those in Assam,	**Essential** (i) Degree of a recognized University/Institute. (ii) 2 years experience in Cash, Account and Budget work in a Government Office/ PSU/Autonomous body/ Statutory body. **Note 1**: Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.	Not applicable	Two years	Any one or combination of the following methods of recruitment as per the requirements in each case: (i) Promotion failing which by deputation; (ii)Deputation/ absorption failing which by Direct Recruitment (iii) By Direct Recruitment

Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	**Note 2**: Qualification regarding experience is relaxable at the discretion of the Staff Selection Commission/Competent Authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the Staff Selection Commission/Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.			

In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	**If a DPC exists, what is its composition**	**Circumstances in which UPSC is to be consulted in making recruitment**
11	**12**	**13**
<u>Promotion</u> ….. (Designation of the feeder post) with …..years of regular service in the grade and have qualified the training in Cash & Accounts Work conducted by ISTM or equivalent. **Note 1**: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.	<u>Group B DPC (for promotion)</u> (The composition may be given if promotion is one of the modes of recruitment) otherwise "Not Applicable". Group B Departmental Confirmation Committee (for confirmation) (The composition may be given if Absorption or Direct Recruitment is one of the modes of recruitment) Otherwise "Not Applicable".	Constitution with UPSC is necessary for direct recruitment and when an officer is in the field of consideration for appointment on absorption basis.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission. (To be omitted if promotion is not one of the methods of recruitment) Deputation /Absorption (A) UDCs of CSCS with 8 years regular service in the grade; and (b) who have undergone training in cash and accounts work in the ISTM or equivalent and possessing two years experience of cash, accounts and budget work; failing which, B. Officers under the Central Government:- (a) (i) holding analogous posts on regular basis in the parent		

cadre/department; or (ii) with six years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800 or equivalent in the parent cadre/department; (iii) with eight years' regular service in the grade rendered after appointment thereto in PB-1 (Rs. 5200-20200) with GP of Rs. 2400 or equivalent in the parent cadre/department; and (b) who have undergone training in cash and accounts work in the ISTM or equivalent course and possessing two years' experience of cash, accounts and budget work. **Note-1** 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, the deputationists shall not be eligible for consideration for appointment by promotion.		

Note-2 The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications. **Note 3**: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade		

with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.		