

FORM TO BE FILLED BY THE MINISTRY/DEPARTMENT WHILE FORWARDING PROPOSALS TO THE MINISTRY OF HOME AFFAIRS (DEPARTMENT OF PERSONNEL & ADMN. REFORMS) AND THE UNION PUBLIC SERVICE COMMISSION FOR AMENDING APPROVED RECRUITMENT RULES.

1. (a) Name of the Post : Junior Accountant
 (b) Name of the Ministry/Department : Ministry of Textiles, Office of the Development Commissioner (Handicrafts), West Block No.7, R.K. Puram, New Delhi - 110066
2. Reference No. in which Commissioner'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) : 3rd November, 1983

Col. No.	Classification	Provisions in the approved rules	Revised provisions proposed	Reasons for the revision proposed
1	Name of the post	Junior Accountant	Junior Accountant	No change
2	Number of post(s)	16 (Subject to variation dependent on workload)	16* (2017) *Subject to variation dependent on workload	No change
3	Classification	General Central Service Group 'C', Non-Gazetted, Ministerial	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	Being Non Ministerial.
4	Scale of Pay/Level in the Pay Matrix	Rs.425-15-500-EB-15-560-20-700	Level - 5 of Pay Matrix	As per recommendations of 7 th Pay Commission.
5	Whether Selection or Non-selection post	-	Not applicable	
6	Age limit for direct recruits	21-25 years (relaxable upto 35 years in case of Government servants in accordance with the instructions or orders issued by the Central Government) In respect of posts the appointment to which is made through Employment Exchanges, the crucial date for determining the age limit will be the last date upto which the Employment Exchanges are asked to submit the names.	18-25 years (relaxable upto 40 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age-limit shall be as advertised by Staff Selection Commission.	As per the guidelines/directions of DoP&T.
7	Educational and other qualifications required for direct recruits	Degree of a recognised University with 5 years experience in Accounts work in a Government office or B.Com. or Degree of a recognised University with Commerce as one of the subject with 3 years experience in Accounts work in a Government office.	(i) Degree from a recognised University/Institute, preferably in Commerce with Accounts as a subject and (ii) 3 years' experience in Cash and Accounts in a Government Office/PSU/ Autonomous body/ Statutory body/ Reputed Private Organisation.	As per the guidelines/directions of DoP&T.

Col. No.	Classification	Provisions in the approved rules	Revised provisions proposed	Reasons for the revision proposed
			<p>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.</p> <p>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 communicate possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>	
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable	Not applicable	No change
9	Period of probation, if any.	2 years	2 years	No change
10	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.	50% by direct recruitment, 50% by transfer on deputation/transfer and failing which by direct recruitment.	100% direct recruitment	Junior Accountant is the lowest position in Accounts Cadre. It would be appropriate to fill up 100% by direct recruitment.
11	In case of recruitment by promotion/deputation grades from which promotion/deputation to be made.	<p>Transfer on deputation/transfer:</p> <p>Persons holding analogous or equivalent post in other Central Government Departments offices or posts in the scale of Rs.330-560 with 5 years experience in the grade. They should have successfully completed Cash and Accounts Training at ISTM, New Delhi (Period of deputation ordinarily not exceeding 3 years)</p>	Not applicable	Being 100% direct recruitment.

Col. No.	Classification	Provisions in the approved rules	Revised provisions proposed	Reasons for the revision proposed
12	If a Departmental Promotion Committee exists, what is its composition.	<ol style="list-style-type: none"> 1. Joint Development Commissioner for Handicrafts (dealing with administration) - Chairman 2. Joint Development Commissioner for Handicrafts (dealing with the subject - Member 3. Joint Director - Member 4. Deputy Director (Co-operatives) - Member 	<p>Group 'C' Departmental Promotion Committee for Confirmation:</p> <ol style="list-style-type: none"> 1. Director/Joint Director (Handicrafts) - Chairman 2. Regional Director/Deputy Director (Northern Region, New Delhi) - Member 3. Regional Director/Deputy Director (Central Region, Lucknow) - Member 	As per the availability of Officers.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	NA	Consultation with the Union Public Service Commission not necessary.	-

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

: Arun Kumar Yadav, Director (Handicrafts), Office of the Development Commissioner (Handicrafts), West Block No. 7, R.K. Puram, New Delhi-110066.
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1. (a) Name of the Post : Senior Accountant
 (b) Name of the Ministry/Department : Ministry of Textiles, Office of the Development Commissioner (Handicrafts), West Block No.7, R.K. Puram, New Delhi - 110066
2. Reference No. in which Commissioner'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) : 3rd November, 1983
13th June, 2007

Col. No.	Classification	Provisions in the approved rules	Revised provisions proposed	Reasons for the revision proposed
1	Name of the post	Senior Accountant	Senior Accountant	No change
2	Number of post(s)	07* (2006) *Subject to variation dependent on workload	07* (2017) *Subject to variation dependent on workload	No change
3	Classification	General Central Service Group 'B', Non-Gazetted, Non-Ministerial	General Central Service Group 'B', Non-Gazetted, Non-Ministerial	No change
4	Scale of Pay/Level in the Pay Matrix	Rs.5500-175-9000	Level - 6	As per recommendations of 7 th Pay Commission.
5	Whether Selection or Non-selection post	Non-Selection	Non Selection	No change
6	Age limit for direct recruits	N.A.	Not applicable	No change
7	Educational and other qualifications required for direct recruits	NA	Not applicable	No change
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	NA	Not applicable	No change
9	Period of probation, if any.	2 years	2 years	No change
10	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.	By promotion, failing which by deputation	100% by promotion, failing which by deputation	No change
11	In case of recruitment by promotion/deputation grades from which promotion/deputation to be made.	Promotion (i) Accounts Assistant (ii) Junior Accountant (iii) Accountant in the Office of the DC(H) including the Regional Design & Development Centre for Musical	Promotion Junior Accountant in Level 5 of the pay matrix with six years regular service in the grade and having successfully completed 2 to 4 weeks of training in "Organisation Specific Programme" from an	As per the guidelines/directions of DoP&T.

Col. No.	Classification	Provisions in the approved rules	Revised provisions proposed	Reasons for the revision proposed
		<p>Instruments, Madras with 3 years regular service in the grade.</p> <p><u>Deputation:</u></p> <p>From officers under the Central Government holding analogous posts and who have completed successfully Cash and Accounts Training at ISTM, New Delhi or Subordinate Accounts Service Accounts from any of the organised Accounts Departments. (Period of deputation ordinarily no exceeding three years).</p>	<p>Institute or Organisation recognised by Govt. of India/Ministry of Textiles.</p> <p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would 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 two 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.</p> <p><u>Deputation:</u></p> <p>(i) Officers under the Central Government holding analogous posts and have completed successfully Cash and Accounts Training at ISTM, New Delhi or Subordinate Accounts Service Accounts from any of the organised Accounts Departments.</p> <p>(ii) Officers holding post in the Level 5 with six years of regular service in the grade and have undergone training in Cash and Accounts work from Institute of Secretariat Training and Management.</p> <p>Note: 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/ department shall ordinarily not exceed 3 years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.</p>	

Col. No.	Classification	Provisions in the approved rules	Revised provisions proposed	Reasons for the revision proposed
12	If a Departmental Promotion Committee exists, what is its composition.	Group 'B' DPC 1. Additional Development Commissioner (H)- Chairman 2. Additional Development Commissioner (H) - Member 3. Regional Director (NR) - Member	Group 'B' Departmental Promotion Committee for Promotion/Confirmation: 1. Development Commissioner (Handicrafts) - Chairman 2. Additional Development Commissioner (Handicrafts) - Member 3. Director (Handicrafts) - Member	As per the availability of Officers.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable	Consultation with the Union Public Service Commission is not necessary.	

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

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1. (a) Name of the Post : Accounts Officer
 (b) Name of the Ministry/Department : Ministry of Textiles, Office of the Development Commissioner (Handicrafts), West Block No.7, R.K. Puram, New Delhi - 110066
2. Reference No. in which Commissioner's Advice on recruitment rules was conveyed : -
 : 13.12.1983
3. Date of notification of the original rules and Subsequent amendments (copy of the original Rules & subsequent amends should be enclosed, Duly flagged ad referenced)

Col. No.	Classification	Provisions in the approved rules	Revised provisions proposed	Reasons for the revision proposed
1	Name of the post	Accounts Officer	Accounts Officer	No change
2	Number of post(s)	05* (1983) *Subject to variation dependent on workload	05* (2017) *Subject to variation dependent on workload	No change
3	Classification	General Central Service Group 'B' Gazetted	General Central Service Group 'B' Gazetted, Non Ministerial	Being non-Ministerial post.
4	Scale of Pay/Level in the Pay Matrix	Rs.650-30-740-35-810-EB-35-880-40-1000-EB-40-1200	Level - 7 of Pay Matrix	As per recommendations of 7 th Pay Commission.
5	Whether Selection or Non-selection post	Selection	Selection	No change
6	Age limit for direct recruits	N.A.	Not applicable	No change
7	Educational and other qualifications required for direct recruits	NA	Not applicable	No change
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	NA	Not applicable	No change
9	Period of probation, if any.	2 years	2 years	No change
10	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.	(i) By promotion failing which by transfer on deputation - 66-2/3% (ii) 33-1/3% by transfer on deputation	100% Promotion, failing which by deputation	For providing better promotional avenues to the officers in the cadre of Senior Accountant, who are in the feeder category of promotion.
11	In case of recruitment by promotion/deputation grades from which promotion/deputation to be made.	<u>Promotion</u> Senior Accountants with 3 years regular service in the grade. <u>Transfer on deputation</u> The following shall be considered for selection:- (i) Accounts/Audit Officers from any of the	<u>Promotion</u> Senior Accountant in Level 6 of the pay matrix with five years regular service in the grade and having successfully completed 2 to 4 weeks of training in "Organisation Specific Programme" from an Institute or Organisation recognised by Govt. of India/Ministry of Textiles.	As per the guidelines/directions of DoP&T.

Col. No.	Classification	Provisions in the approved rules	Revised provisions proposed	Reasons for the revision proposed
		<p>organized Accounts Departments or</p> <p>(ii) Section Officers of the Central Secretariat Service or officer holding posts in the scale of Rs.650-1200 or equivalent who have undergone training in the Cash and Accounts work in the Institute of Secretariat Training and Management or equivalent and possess experience in cash, accounts and budget works or</p> <p>(iii) S.A.S. Accountants with 3 years service in the grade from any of the organised Accounts Departments or</p> <p>(iv) Officers under the Central Govt. holding analogous posts or posts of Junior Accounts Officer/ Accountant or equivalent in the scale of Rs.550-900/500-900 with three years service in the grade.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/ department hall ordinarily not exceed 3 years).</p>	<p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would 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 two 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.</p> <p><u>Deputation</u></p> <p>(i) Officer holding analogous post or</p> <p>(ii) Officer holding post in the Level 6 with three years regular service in the grade, who have undergone training in the Cash and Accounts work from Institute of Secretariat Training and Management and possess experience in cash, accounts and budget works.</p> <p>Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/ department hall ordinarily not exceed 3 years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.</p>	
12	If a Departmental Promotion Committee exists, what is its composition.	<p>Group 'B' DPC</p> <p>1. Development Commissioner for Handicrafts – Chairman</p> <p>2. Addl. Development Commissioner/Joint Development Commissioner dealing with the subject –Member</p> <p>3. Addl. Development Commissioner/Joint Development Commissioner dealing with the Administration –Member</p>	<p>Group 'B' Departmental Promotion Committee for Promotion/Confirmation:</p> <p>1. Development Commissioner (Handicrafts) – Chairman</p> <p>2. Additional Development Commissioner (Handicrafts)/Director (Handicrafts) - Member</p> <p>3. Director/Joint Director (Handicrafts) – Member</p>	As per the availability of Officers.

Col. No.	Classification	Provisions in the approved rules	Revised provisions proposed	Reasons for the revision proposed
		4. Dy. Director, Central Electricity Authority, Government of India - Member		
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Consultation with the Union Public Service Commission not necessary while selecting an officer for appointment to the post.	Consultation with the Union Public Service Commission not necessary.	No change

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

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1. (a) Name of the Post : Deputy Director (B&A)
 (b) Name of the Ministry/Department : Ministry of Textiles, Office of the Development Commissioner (Handicrafts), West Block No.7, R.K. Puram, New Delhi - 110066
2. Reference No. in which Commissioner's Advice on recruitment rules was conveyed : F.3/9/(16)/91-RR dt. 13.11.1991
3. Date of notification of the original rules and Subsequent amendments (copy of the original Rules & subsequent amends should be enclosed, Duly flagged ad referenced) : 03.10.1986
24.03.1992

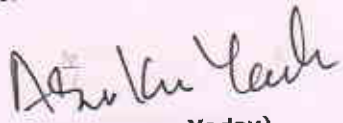
Col. No.	Classification	Provisions in the approved rules	Revised provisions proposed	Reasons for the revision proposed
1	Name of the post	Deputy Director (Budget & Accounts)	Deputy Director (Budget & Accounts)	No change
2	Number of post(s)	1(one)* 1992 *Subject to variation dependent on workload	1 (*) (2017) *Subject to variation dependent on workload	No change
3	Classification	General Central Service Group 'A' Gazetted	General Central Service Group 'A' Gazetted Non Ministerial	Being Non Ministerial post
4	Scale of Pay/Level in the Pay Matrix	Rs.3000-100-3500-125-4500	Level-11 of Pay Matrix	As per recommendations of 7 th Pay Commission.
5	Whether Selection or Non-selection post	Selection	Selection	No change
6	Age limit for direct recruits	Not applicable	Not applicable	No change
7	Educational and other qualifications required for direct recruits	Not applicable	Not applicable	No change
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable	No change
9	Period of probation, if any	Not applicable	2 years	As per DoP&T guidelines
10	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	By promotion, failing which by transfer on deputation	By promotion, failing which by deputation.	-

Col. No.	Classification	Provisions in the approved rules	Revised provisions proposed	Reasons for the revision proposed
11	In case of recruitment by promotion/deputation grades from which promotion/deputation to be made	<p><u>Promotion</u></p> <p>Accounts Officers with 8 years regular service in the grade</p> <p><u>Transfer on deputation</u></p> <p>Officers of the Central Government/State Governments :-</p> <p>(a)</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) with 5 years regular service in the post in the scale of Rs.2200-4000 or equivalent; or</p> <p>(iii) With 8 years regular service in the posts in the scale of Rs.2000-3500 or equivalent; &</p> <p>(b) Possessing atleast 8 years supervisory experience in the field of Budget Administration and Accounts.</p> <p>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 consideration for appointment by promotion.</p> <p>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organisation/ department of the Central government shall ordinarily not exceed three years.</p>	<p><u>Promotion</u></p> <p>Accounts Officers with 7 years regular service in Level 7 and having successfully completed 2 to 4 weeks of training in "Management Development Programmes (MDP)" from an Institute or Organisation prescribed by Govt. of India/Ministry of Textiles.</p> <p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would 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 two 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.</p> <p><u>Deputation</u></p> <p>Officers of the Central Government/State Governments :</p> <p>(a)</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) With 5 years regular service in Level 10; or</p> <p>(iii) With 7 years regular service in Level 7 and</p> <p>(b) Possessing atleast 7 years supervisory experience in the field of Budget Administration and Accounts.</p> <p>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, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organisation/ department of the Central government shall ordinarily not exceed three years.</p>	As per DoP&T remarks.

Col. No.	Classification	Provisions in the approved rules	Revised provisions proposed	Reasons for the revision proposed
			Note 3: The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications	
12	If a Departmental Promotion Committee exists, what is its composition	Group 'A' Departmental Promotion Committee for considering promotion 1. Chairman/Member, Union Public Service Commission - Chairman 2. Development Commissioner (Handicrafts) - Member 3. Joint Development Commissioner (Handicrafts) dealing with subject - Member 4. Joint Development Commissioner (Handicrafts) dealing with administration Group 'A' posts - Member	Group 'A' Departmental Promotion Committee for Promotion: 1. Chairman/Member of the Union Public Service Commission - Chairman 2. Development Commissioner (Handicrafts) - Member 3. Additional Development Commissioner (Handicrafts)/ Director (Handicrafts) dealing with Administration - Member 4. Director/Joint Director (Handicrafts) - Member Group 'A' Departmental Promotion Committee for confirmation: 1. Development Commissioner (Handicrafts) - Chairman 2. Additional Development Commissioner (Handicrafts) - Member 3. Director/Joint Director (Handicrafts) - Member	As per the availability of Officers.
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Consultation with the Union Public Service Commission is necessary while making promotion, direct recruitment, appointing on deputation a Central Group 'B' Officer/officer of a State Govt. & amend relaxing of the provision of rules.	Consultation with the Union Public Service Commission necessary.	As per DoP&T remarks.

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

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