RECRUITMENT RULES

for

ACCOUNTS CADRE POSTS
(Group 'A' and Group 'B')

Defence Research and Development Organisation
Ministry of Defence, New Delhi

31 July, 1999
Ministry of Defence

(Dept. of Defence Research and Development)

New Delhi the 15th July, 1999

Notification


(2) They shall come into force on the date of their publication in the Official Gazette.

2. Initial Constitution. —The incumbents of the posts of Senior Accounts Officer in the Defence Research and Development Organisation and Directorate General of Aeronautical Quality Assurance at the commencement of these rules shall be re-designated as Senior Accounts Officer, Grade-I and the regular service rendered by them shall be taken into account for the purpose of promotion.

3. Number of posts, classification and scale of pay. — The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule attached to these rules.

4. Method of recruitment, age limit and other qualifications. — The method of recruitment to the said posts, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the Schedule aforesaid.
5. **Disqualifications:** 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 any of the said posts.

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **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 and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving:** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time.

File No. DRDO/97011/RR-99/ACCTS/MPD

Under Secretary to the Government of India

(N C S Negi)

Under Secretary to the Government of India

(N C S Negi)

File No. DRDO/97011/RR-99/ACCTS/MPD/25(R&D) date 5 July 1999
<table>
<thead>
<tr>
<th>Name of Post</th>
<th>Number of Post</th>
<th>Classification</th>
<th>Scale of Pay (Rs.)</th>
<th>Whether Selection by merit or selection cum-community or non-selection post</th>
<th>Age limit for direct recruits</th>
<th>Whether benefit of added years of service admissible</th>
<th>Educational and other qualification required for direct recruits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint Director</td>
<td>1*</td>
<td>General Central Service Group 'A' Gazetted Non-Ministerial Gazetted</td>
<td>14300-1600-18500</td>
<td>Selection by Merit</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
</tbody>
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*Subject to variation dependent on work load.
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<tr>
<th>Whether age and educational qualification prescribed for direct recruits</th>
<th>Period of Probation if any</th>
<th>Method of recruitment or by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods</th>
<th>In case of recruitment by promotion/deputation/absorption and the grades from which promotion/deputation/absorption to be made</th>
<th>If a Departmental Promotion Committee exists, what is its composition</th>
<th>Circumstances in which Union Public Service Commission to be consulted in making recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Promotion falling which by deputation</td>
<td>Chief Accounts Officer with five years regular service in the grade</td>
<td>Group 'A' Departmental Consultation with Promotion Committee Union Public Service Commission for promotion, not necessary</td>
<td></td>
</tr>
</tbody>
</table>

Promotions:

1. Chairman/Member of Union Public Service Commission
2. Chief Controller, Defence Research and Development Organisation
3. Chief/Director of Personnel, Defence Research and Development Organisation

Seminars:

1. Chairman/
2. Member
3. Member

Notes:

- Where persons who have completed their qualifying service are being considered for promotion, their seniors would also be considered, but in that case, they shall not be considered if the person in replacement of such senior has a record of more than half the qualifying service of two years, whichever is less, and has successfully completed their probation period for promotion to the next higher grade in such a grade.

- Officers from any of the organised Accounts Services of the Central Govt.:

  (a) (i) holding analogous posts on regular basis or

  (ii) with five years regular service in the pay scale of.
<table>
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<tr>
<th>Whether age and educational qualification prescribed for direct recruits will apply in the case of promoters</th>
<th>Period of Probation, if any</th>
<th>Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods</th>
<th>In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made</th>
<th>If a Departmental Promotion Committee exists; what is its composition</th>
<th>Circumstances in which Union Public Service Commission to be consulted in making recruitment</th>
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</table>

(b) Possessing experience in Accounts, Management of Finance and Budgeting.

**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.

**Note 2.** 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 5 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
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<tbody>
<tr>
<td></td>
<td>Chief Accounts</td>
<td>Officer (1999)</td>
<td>General Central</td>
<td>Service Group 'A'</td>
<td>Gazetted Non-Ministerial</td>
<td>Rs.12000-375-16500</td>
<td>Selection by Merit</td>
</tr>
</tbody>
</table>

*Subject to variation dependent on workload.*
Promotion:
Senior Accounts Officer
Grade-I with five years
regular service in the grade.

Note: Where juniors who
have completed their
qualifying service are being
considered for promotion,
their seniors would also be
considered provided they are
not short of the requisite
qualifying service by more
than half of such qualifying
service or two years,
whichever is less, and have
successfully completed their
probation period for
promotion to the next higher
grade alongwith their juniors
who have already completed
such qualifying service.

Deputation:
Officers from the Organised
Accounts Services of Central
Government:

(a) (i) holding analogous
posts on regular basis;
or

(ii) with five years regular
service in the posts in the
pay scale of Rs.10000-
325-15200 or equivalent;
and
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</thead>
<tbody>
<tr>
<td>Senior Accounts Officer Grade-I</td>
<td>23* (1999)</td>
<td>General Central Service Group 'A' Gazetted Non-Ministerial</td>
<td>Rs.10000-325-15200</td>
<td>Selection-cum-seniority</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
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<tbody>
<tr>
<td>Not applicable.</td>
<td>Not applicable.</td>
<td>66.66% Promotion failing which by deputation.</td>
<td>Promotions: - Senior Accounts Officer Grade-II with five years regular service in the grade.</td>
<td>Group 'A' Departmental Promotion Committee (for promotion): 1. Chairman/Member of Union Public Service Commission - Chairman 2. Chief Controller, Defence Research and Development Organisation - Member 3. Chief/Director of Personnel, Defence Research and Development Organisation - Member</td>
<td></td>
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<tr>
<td>33.33% Deputation.</td>
<td></td>
<td></td>
<td>Note: Where juniors who have completed their qualifying service are being considered for promotion, their seniors would also be considered; provided they are not short of the requisite qualifying service by more than half of such qualifying 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 service.</td>
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<td></td>
<td></td>
<td></td>
<td>Deputation: Officers from the Organised Accounts Departments of the Central Government:</td>
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<tr>
<td></td>
<td></td>
<td>(a)</td>
<td>(i) holding analogous posts on regular basis; or</td>
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<td></td>
<td></td>
<td>(ii) with five years regular service in the grade of Rs. 3000-12500; or</td>
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<td></td>
<td>(iii) with eight years regular service in the grade of Rs. 6500-10500; and</td>
<td>Consultation with Union Public Service Commission necessary while appointing an Officer on deputation.</td>
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</table>
(b) Possessing experience in Accounts, Management of Finance and Budgeting.

Notes: 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.

Notes: 2. 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 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
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<tbody>
<tr>
<td>1</td>
<td>Senior Accounts:</td>
<td>[32* (1999)]</td>
<td>General Central</td>
<td>Rs.8000-275-13500</td>
<td>Selection-cum-seniority</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td></td>
<td>Officer Grade-II</td>
<td></td>
<td>Service Group ‘A’</td>
<td></td>
<td></td>
<td>Gazetted Non-Ministerial</td>
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<tbody>
<tr>
<td>Not applicable.</td>
<td>Two years for promotees.</td>
<td>66.66% Deputation/Absorption.</td>
<td>Promotion:-</td>
<td>Group 'A' Departmental Promotion Committee for promotion:</td>
<td></td>
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</table>

**Promotion:**
Accounts Officer in the Grade of Rs.7450-11500 with three years regular service in the grade.

**Note:** Where juniors who have completed their qualifying service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying service by more than half of such qualifying service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying service.

**Deputation/Absorption:-**
Officers from the Organised Accounts Departments of the Central Government:

(a) (i) holding analogous posts on regular basis; or

(ii) with two years regular service in the pay scale of Rs.7500-12000 or equivalent; or

(iii) with three years regular service in the pay scale of Rs.7450-11500; and

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<tbody>
<tr>
<td>Consultation with Union Public Service Commission not necessary.</td>
<td>1. Chairman/Member of Union Public Service Commission - Chairman</td>
</tr>
<tr>
<td>2. Chief Controller, Defence Research and Development Organisation. - Member</td>
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<tr>
<td>3. Chief/Director of Personnel, Defence Research and Development Organisation. - Member</td>
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</table>
(b) Possessing at least 5 years experience in Accounts matter.

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.

Note: 2. 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 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
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<tr>
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<td></td>
<td>Rs.7450-225-11500 Selection-cum-seniority</td>
</tr>
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* Subject to variation dependent on work load.
Promotion:
Assistant Accounts Officer in the grade of Rs.6500-10500 with two years regular service in the grade failing which Assistant Accounts Officer with combined service of five years in the grade of Assistant Accounts Officer and Accountant with a minimum of one year's regular service as Assistant Accounts Officer.

Note: Where juniors who have completed their qualifying service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying service by more than half of such qualifying 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 service.

Deputation/Absorption:
Officers of the Central Government:

(a) (i) holding analogous posts on regular basis; or

(ii) with two years regular service in posts in the pay scale of Rs.6500-10500 or equivalent; or
(iii) With five years regular service in posts in the pay scale of Rs.5500-9000 or equivalent; and

(b) Possessing any of the following qualifications:

i) A pass in the Subordinate Accounts Service or equivalent examination conducted by any of the Organised Accounts Departments of the Central Government.

ii) Successful completion of training in the cash and accounts work conducted by the Institute of Secretariat Training and Management or equivalent and experience 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, deputationists shall not be eligible for consideration for appointment by promotion.

**Note:** 2. 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 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
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<tr>
<td>Assistant Accounts Officer</td>
<td>36* (1999)</td>
<td>General Central Service</td>
<td>Rs.6500-200-10500</td>
<td>Selection-cum-seniority</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
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* Subject to variation dependent on work load.
Promotion:

Accountants in the grade of Rs.5500-9000 with three years regular service in the grade.

Note: Where juniors who have completed their qualifying service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying service by more than half of such qualifying service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying service.

Deputation/Absorption:

Officers of the Central Government:

(a) (i) holding analogous posts on regular basis; or

(ii) with three years regular service in posts in the grade of Rs.5500-9000 or equivalent; and

(b) (i) Passed Subordinate Accounts Service (SAS) examination or equivalent conducted by the respective department; or

Consultation with Union Public Service Commission necessary while appointing an officer on deputation/absorption.

   - Chairman

2. Chief/Director of Personnel, Defence Research and Development Organisation.
   - Member

3. An officer not below the level of Under Secretary from the Integrated Finance (Research and Development)/Department of Defence Research and Development.
   - Member
(ii) Successfully completed training in the cash and accounts work conducted by the Institute of Secretariat Training and Management or equivalent with experience 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, deputationists shall not be eligible for consideration for appointment by promotion.

**Note:** 2. 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 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
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<tbody>
<tr>
<td>Accountant:</td>
<td>45*</td>
<td>General Central Services</td>
<td>Rs. 5500-175-9000</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
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<tr>
<td>(1999)</td>
<td></td>
<td>Group 'B'</td>
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<td>Non-Gazetted</td>
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<td>Ministerial</td>
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<tbody>
<tr>
<td>Not applicable.</td>
<td>Not applicable.</td>
<td>Promotion failing which by Deputation/Absorption</td>
<td>Promotion:- (Through Limited Departmental Competitive Examination).</td>
<td>Departmental Promotion Committee for promotion</td>
<td>Consultation with Union Public Service Commission necessary while appointing an officer on deputation/absorption.</td>
</tr>
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</table>

Regular employees of Defence Research and Development Organisation with five years regular service and possessing Senior Secondary School Certificate (10+2) or equivalent; holding any of the following posts:

i) Admin Assistant ‘A’, ‘B’ and ‘C’

ii) Cashier

iii) Store Assistant ‘A’, ‘B’ and ‘C’

iv) Personal Assistant ‘A’ and ‘B’

v) Data Entry Operator ‘A’, ‘B’ and ‘C’

vi) Assistant (Hindi)

Deputation/Absorption:-
Officers of the Central Government:

(a) (i) holding analogous posts on regular basis; or

(ii) with three years regular service in the grade of Rs.5000-8000; or

(iii) with six years regular service in the grade of Rs.4500-7000; and

   - Chairman

   - Member

3. An officer not below the level of Under Secretary from the Integrated Finance (Research and Development)/Department of Defence Research and Development.
   - Member
(b) (i) Passed Subordinate Accounts Service (SAS) Examination conducted by Accounts Departments;

OR

(ii) Successfully completed cash and accounts training of the Institute of Secretariat Training and Management or equivalent with experience 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, deputationists shall not be eligible for consideration for appointment by promotion.

**Note** 2. 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 exceed 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.