

 <p>आज़ादी का अमृत महोत्सव</p>	<p style="text-align: center;">“हर काम देश के नाम” <b>कार्यालय, रक्षा लेखा महानियंत्रक</b> उलान बटार मार्ग, पालम, दिल्ली छावनी – 110010 Admin-VIII - अनुभाग दूरभाष- 011-25675480, 25665708, फ़ैक्स- 011-25674806, मेल- <a href="mailto:hqadmin8.dad@hub.nic.in">hqadmin8.dad@hub.nic.in</a></p>	
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No. AN/VIII/8201/Clerk cum Typist/Amendment/2023

Dt:14/08/2023

### NOTICE

**Sub: Inviting comments on the proposed Recruitment Rules to the Post of Clerk-cum-Typist (Level- 2 in pay matrix)**

Defence Accounts Department proposes to revise Recruitment Rules (RRs) for the posts of Clerk-cum-Typist (Level-2 in pay matrix Rs.19900-63200). The proposed RR containing draft Notification & Schedule have been framed in accordance with instructions issued by the Department of Personnel and Training (DOP&T).

2. In terms of DOP&T OM No. AB-14017/61/2008-Estt (RR) dated 13.10.2015, draft Notification and schedule are being uploaded on the website of CGDA for comments thereon from all stake holder (individual).


3. The comments as per the above format should reach by speed post or e-mail on [hqadmin8.dad@hub.nic.in](mailto:hqadmin8.dad@hub.nic.in) to this office within 30 days from the date of its uploading on website. In case, no comments are received till the last date as mentioned above, the department will proceed further for taking necessary action for revision of aforementioned Recruitment Rules.

Encl: As above.

  
**(Mohan Lal Meena)**  
Sr. ACGDA (AN)

**To**  
**All Stakeholders**  
(through CGDA website)

**Copy to:**  
IT&S Wing : for uploading the same on website of the Department.

  
**(Mohan Lal Meena)**  
Sr. ACGDA (AN)

Government of India  
Ministry of Defence  
(Finance Division)

New Delhi, Dated ..... 2023

NOTIFICATION

S.R.O. \_\_\_\_\_ In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of the Defence Accounts Department (Clerk) Recruitment (Amendment) Rules, 2011 & Defence Accounts Department (Clerk) Recruitment (Amendment) Rules, 2017 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of clerk-cum-typist in the Defence Accounts Department namely:-

1. Short title and commencement: - (1) These rules may be called the Defence Accounts Department (Clerk) Recruitment Rules, 2023.

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

2. Number of posts, classification and level in pay matrix: -The number of the said posts, its classification and level in the pay matrix thereto shall be as specified in column (2) to (4) of the Schedule annexed to these rules.

3. Controlling Authority: - The post shall be administratively controlled by the Controller General of Defence Accounts under the Ministry of Defence (Finance).

4. Method of Recruitment, age limit, qualification etc.: - The method of recruitment to the said post, age limit, qualifications and other matters connected therewith shall be as specified in column (5) to (13) of the said Schedule.

5. Liability of Transfer: - The Clerk shall be liable to transfer anywhere in India.

6. 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 the said post:

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.

7. Power to relax: - Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, 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.

8. Saving: - Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Schedules Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-serviceman and any other special categories of persons in accordance with orders issued by the Government from time to time in this regard.

### SCHEDULE

Name of post	Number of posts	Classification	Level in pay matrix	Whether selection or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Clerk-cum-Typist	1808* (2023) *Subject to variation dependent on workload	General Central Services, (Group 'C') Non-Gazetted, Ministerial.	Level-2 (Rs 19900-63200)	Non-Selection	Between 18 to 27 years. (Relaxable for Government servants upto 40 years in the case of general candidates and 45 years in the case of Schedule Castes and Schedule Tribes in accordance with the instructions or orders issued by the Central Government). The crucial date for determining the age limit shall be advertised by the Staff Selection Commission.

Educational & 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/ absorption and percentage of the vacancies to be filled by various methods.
(7)	(8)	(9)	(10)
<p>1. 12<sup>th</sup> class or equivalent qualification from a recognised Board or University.</p> <p>2. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (Time allowed -10 minutes) (35 w.p.m. and 30 w.p.m. correspond to 10500KDPH / 9000KDPH on average of 5 key depressions for each word )</p>	<p>Yes, to the extent indicated in column (11).</p>	<p>Two years.</p>	<p>(i) 70% by direct recruitment</p> <p>(ii) 20% by promotion on the basis of departmental examination amongst Group 'C' employees of MTS Cadre who possess 12<sup>th</sup> class or equivalent qualification and have rendered 3 years of regular service in MTS grade.</p> <p>(iii) 10% by promotion on seniority-cum-fitness basis amongst Group 'C' employees of MTS cadre who have rendered 3 years of regular service in MTS grade.</p>

In case of recruitment by promotion or deputation \ absorption, grades from which promotion or deputation \ absorption to be made.	If a Departmental promotion Committee exists what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(11)	(12)	(13)
<p>(i) 20% vacancies shall be filled up from amongst the Group 'C' staff of MTS cadre and who possess 12<sup>th</sup> Class pass or equivalent qualification and have rendered three years regular service in the MTS post , on the basis of departmental qualifying examination .The maximum age limit of eligibility of examination is 45 years. (50 years for Scheduled Castes/Scheduled Tribes).</p> <p>Note: If more of such employees than the number of vacancies available under clause (ii) qualify at the said examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>(ii) 10% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees of MTS cadre who have three years regular service in MTS post.</p>	<p><b>Departmental Promotion Committee for considering the promotion consisting of :-</b></p> <p>Group 'C' Departmental Promotion Committee consisting of;</p> <p>(1) Principal Controller of Defence Accounts or Controller of Defence Accounts or Additional Controller of Defence Accounts or Joint Controller of Defence Accounts - Chairman</p> <p>(2) Deputy Controllers of Defence Accounts - Member</p> <p>(3) Assistant Controllers of Defence Accounts or Senior Accounts Officer - Member</p>	<p>Not Applicable</p>

[File No.....]

Vedveer Arya  
Jt. Secretary and Addl. Financial Advisor