

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
NEW DELHI-110 124

Notice

Sub: Inviting comments on the proposed Recruitment Rules to the posts of Stenographer Grade-II (Grade Pay Rs 2400), Stenographer Grade-I (Grade Pay Rs 4200) and Private Secretary (Grade Pay Rs 4800) in Headquarters office.

Indian Audit and Accounts Department proposes to amend Recruitment Rules (RRs) for Headquarters office for the posts of Stenographer hereinafter referred as Stenographer Grade-II (Grade Pay Rs 2400), Personal Assistant hereinafter referred as Stenographer Grade-I (Grade Pay Rs 4200) and Private Secretary (Grade Pay Rs 4800). The proposed RR containing draft Notification and Schedule given/posted below have been framed in accordance with the Model RRs, circulated by the DoP&T vide OM No AB-14018/2/2010-Estt (RR) dated 24.01.2011.

2. In terms of DoP&T OM No AB-1401 7/61/2008-Estt.(RR) dated 13.10.2015, draft Notification and Schedule have been uploaded to the website of the C&AG of India for comments on the proposed Notification and Schedule of Recruitment Rules from all stakeholders in the following format:

| Serial No. /Column No of the proposed Notification/Schedule of RRs to the posts of Stenographer Grade-II, Stenographer Grade-I and Private Secretary. | Comments |
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3. The comments as per the above format should reach by **Speed Post** to this office latest by 03.04.2016 on the below mentioned address

Shri V. S. Jadon,
Director (Personnel),
O/o the C&AG of India,
9, Deen Dayal Upadhyay Marg,
New Delhi- 110124.

Government of India
Ministry of Finance
(Department of Expenditure)
NOTIFICATION

New Delhi, the _____, 2016

GSR.....- In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India, and in supersession of the Indian Audit and Accounts Department, (Headquarters Office) (Group 'C') Recruitment Rules, 2002, except as respect things done or omitted to be done before such supersession, hereby makes the following rules to regulate the method of recruitment in the Headquarters office of the Indian Audit and Accounts Department to the post of Stenographer Grade-II, namely:-

1. **Short title and commencement-**

(1) These rules may be called the Indian Audit and Accounts Department (Headquarters office) (Stenographer Grade -II) Recruitment Rules, 2016.

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

2. **Application** - These rules shall be applicable to the post specified in column (1) of Schedule annexed to these rules.

3. **Number of posts, classification, Pay Band and Grade Pay or Pay Scale-** The number of posts, their classification, Pay Band and Grade Pay or Pay Scale attached thereto shall be as specified in columns (2) to (4) of the said Schedule.

4. **Method of recruitment, age limit and qualifications etc.-** The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

5. **Disqualification** - 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 posts:

Provided that the Comptroller and Auditor General of India 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 Comptroller and Auditor General of India is of the opinion that it is necessary or expedient so to do, he may, by order, and for reasons to be recorded in writing, 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 reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

SCHEDULE

| Name of post. | Number of posts. | Classification. | Pay Band and Grade Pay. | Whether Selection post or Non-selection post. | 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. |
|------------------------|---|--|--|---|--|---|--|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| Stenographer Grade -II | 9* (2016) * Subject to variation dependent on workload. | General Central Service, Group 'C', Non-Gazetted, Ministerial. | Pay Band-1 Rs. 5200-20200, plus Grade Pay Rs. 2400/- | Not Applicable | Between 18 - 27 years. (Relaxable for Government servants upto 40 years 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 the Staff Selection Commission. | (i) 12 th class pass or equivalent from a recognized Board or University. (ii) Skill Test Norms Dictation: 10 minutes @ 80 words per minute Transcription: 50 minutes (English), 65 minutes (Hindi) on Computer. | Not Applicable. |

| 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. | In case of recruitment by promotion / deputation / absorption grades from which promotion / 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. |
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| (9) | (10) | (11) | (12) | (13) |
| Two Years | Direct recruitment through Staff Selection Commission Note: Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation from the other Offices of the Department or Central Ministries or Departments or local State Governments holding analogous posts on regular basis and possessing educational qualifications prescribed for direct recruits at Column (7). | Not Applicable. | Group C Departmental Confirmation Committee (for considering confirmation) consisting of :- 1. Director (Personnel) or Deputy Director (Personnel) Incharge of Administration- Member 2. Any other Director/Deputy Director or an officer of equivalent rank (from a field office)- Member 3 Sr. Administrative Officer/Administrative Officer- Member Note:- The Senior most Officer amongst (1) and (2) above will be Chairman. | Not applicable. |

Government of India
Ministry of Finance
(Department of Expenditure)
NOTIFICATION

New Delhi, the _____, 2016

GSR.....- In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India, and in supersession of the Indian Audit and Accounts Department, (Headquarters Office) (Group 'B') Recruitment Rules, 2002, except as respect things done or omitted to be done before such supersession, hereby makes the following rules to regulate the method of recruitment in the Headquarters office of the Indian Audit and Accounts Department to the post of Stenographer Grade-I, namely:-

1. **Short title and commencement-**

(1) These rules may be called the Indian Audit and Accounts Department (Headquarters Office) (Stenographer Grade I) Recruitment Rules, 2016.

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

2. **Application** - These rules shall be applicable to the posts specified in column (1) of Schedule annexed to these rules.

3. **Number of posts, classification, Pay Band and Grade Pay or Pay Scale-** The number of posts, its classification, Pay Band and Grade Pay or Pay Scale attached thereto shall be as specified in columns (2) to (4) of the said Schedule.

4. **Method of recruitment, age limit and qualifications etc.-** The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

5. **Disqualification** - 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 posts:

Provided that the Comptroller and Auditor General of India 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 Comptroller and Auditor General of India is of the opinion that it is necessary or expedient so to do, he 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 reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government of India from time to time in this regard.

SCHEDULE

| Name of Post | Number of Posts | Classification | Pay Band and Grade Pay | Whether Selection Post or Non-Selection Post | 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 |
|----------------------|---|--|---|---|--------------------------------------|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Stenographer Grade I | * 10 (2016) * subject to variation dependent on workload | General Central Service, Group 'B' Non-Gazetted, Ministerial | Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs. 4200 | Selection | Not Applicable | Not Applicable | Not Applicable |

| 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 | In case of recruitment by promotion or deputation / absorption, grades from which promotion or deputation / absorption to be made | If Departmental Promotion Committee exists, what is its composition | Circumstances in which Union Public Service Commission is to be consulted in making recruitment |
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| 9 | 10 | 11 | 12 | 13 |
| Two years | (i) 50 % of posts by promotion failing which by deputation. (ii) 50 % of posts by deputation following which by direct recruitment. | <p>Promotion: Stenographers Grade- II in the Pay Band I with Grade Pay of Rs. 2400 with ten years regular service in the grade.</p> <p>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.</p> <p>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.</p> <p>Deputation: Officers holding the post of Stenographer under the Central Government (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with ten years regular service in the Pay Band 1 with Grade Pay of Rs.2400 or equivalent</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, the deputationists shall not be eligible for consideration for appointment by promotion.</p> | <p>A.) Group 'B' Departmental Promotion Committee consisting of: 1. Director (Personnel) or Deputy Director (Personnel) Incharge of Administration- Member 2. Any other Director/Deputy Director or an officer of equivalent rank (from a field office)- Member 3 Sr. Administrative Officer / Administrative Officer - Member Note: The Senior-most officer amongst (1) and (2) above will be the Chairman.</p> <p>B) Group 'B' Departmental Confirmation Committee consisting of: 1. Director (Personnel) or Deputy Director (Personnel) Incharge of Administration- Member 2. Any other Director/Deputy Director or an officer of equivalent rank (from a field office)- Member 3 Sr. Administrative Officer / Administrative Officer - Member Note: The Senior-most officer amongst (1) and (2) above will be the Chairman.</p> | Consultation with Union Public Service Commission is not necessary. |

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| | | <p>Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or 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.</p> <p>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.</p> | | |
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Government of India
Ministry of Finance
(Department of Expenditure)
NOTIFICATION

New Delhi, the _____, 2016

GSR.....- In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India, and in supersession of the Indian Audit and Accounts Department, (Headquarters Office) (Group 'B') Recruitment Rules, 1989, except as respect things done or omitted to be done before such supersession, hereby makes the following rules to regulate the method of recruitment in the Headquarters office of the Indian Audit and Accounts Department to the post of Private Secretary, namely:-

1. **Short title and commencement-** (1) These rules may be called the Indian Audit and Accounts Department (Headquarters office) (Private Secretary) Recruitment Rules, 2016.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Application-** These rules shall be applicable to the post specified in Column (1) of Schedule annexed to these rules.
3. **Number of posts, classification, Pay Band and Grade Pay or Pay Scale -** The number of the said posts, their classification and the Pay Band and Grade Pay or Pay Scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
4. **Method of recruitment, age limit and qualifications etc.-** The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the said schedule.
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 the said posts:
Provided that the Comptroller and Auditor General of India 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 Comptroller and Auditor General of India is of the opinion that it is necessary or expedient so to do, he 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 reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Government of India from time to time in this regard.

SCHEDULE

| Name of post | Number of posts | Classification | Pay Band and Grade Pay | Whether Selection post or Non-selection post | 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 |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Private Secretary | 25* (2016) * Subject to variation depending on work load. | General Central Service Group 'B' Gazetted, Ministerial | Pay Band -2 Rs.9300-34800 plus Grade Pay Rs.4800 | Selection | Not applicable | Not applicable | Not applicable |

| Period of probation, if any | Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods. | In case of recruitment by promotion or deputation / absorption grades from which promotion or deputation / absorption to be made. | If Departmental Promotion Committee exists what is its composition | Circumstances in which Union Public Service Commission is to be consulted in making recruitment |
|-----------------------------|--|---|--|---|
| 9 | 10 | 11 | 12 | 13 |
| Not applicable | (i) 20 % of posts by promotion failing which by deputation. (ii) 80 % of posts by deputation/absorption. | <p>Promotion: Stenographer Grade- I in the Pay Band 2 with Grade Pay of Rs. 4200 with five years regular service in the grade.</p> <p>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.</p> <p>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 grade pay or pay scale extended based on the recommendations of the Commission.</p> <p>Note: Officers who were holding the post in pre-revised scale of Rs.5500- 9000 on regular basis on 1st January, 2006 will be en-bloc senior to those who were holding posts in the pre-revised scale of Rs.5000-8000.</p> <p>Deputation: Officers holding the post of Stenographer under the Central Government; (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years regular service in the Stenographers grade in the Pay Band 2 (Rs. 9300-34800) with Grade Pay of Rs.4200 or equivalent in the parent cadre or department.</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, the deputationists shall not be eligible for consideration for appointment by promotion.</p> | <p>Group 'B' Departmental Promotion Committee consisting of :-</p> <ol style="list-style-type: none"> 1. An officer of the rank of Director incharge of Administration in the Comptroller and Auditor General of India- Member 2. An Officer of the rank of Director in the office of the Comptroller and Auditor General of India other than the officer mentioned in item no (i)- Member 3. An officer of the rank of Director from field office- Member <p>Note:- The senior most amongst above shall be the Chairperson.</p> | <p>Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment rules.</p> |

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| | | <p>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 organisation or 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</p> <p>Note 3: For the purpose of appointment on deputation/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 or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> | | |
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