

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

Notice

Subject: Inviting comments on the proposed amendments to the Recruitment Rules to the posts of Assistant Manager-cum-Store Keeper, Clerk, Halwai-cum-Cook, Assistant Halwai-cum-Cook and Canteen Attendant (Group 'C' posts) in IA&AD Departmental Canteens/Tiffin Rooms.

Indian Audit and Accounts Department proposes to amend Recruitment Rules (RRs) for Group 'C' posts of its Departmental Canteens/ Tiffin Rooms viz. Assistant Manager-cum-Store Keeper (Grade Pay - 2400/-), Clerk (Grade Pay - 1900/-), Halwai-cum-Cook (Grade Pay - 2000/-), Assistant Halwai-cum-Cook (Grade Pay - 1900/-) and Canteen Attendant (Grade Pay - 1800/-). 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 O.M. No. 3/2/2009-Dir.(C) dated 22.05.2013 as amended vide O.M. No. 3/2/2009-Dir.(C) dated 09.02.2015.

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 stake holders in the following format:

Name of the Post	Serial No./Column No. of the proposed Notification/ Schedule of RRs.	Comments
------------------	--	----------

3. The comments as per the above format should reach by Speed Post to this office latest by 25.03.2016 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.

Ministry of Finance
(Department of Expenditure)

New Delhi, the _____, 2016

Notification

G.S.R. – In exercise of the powers conferred by clause (5) of article 148 of the Constitution, and in suppression of the Indian Audit and Accounts Department (Group ‘C’ and Group ‘D’ posts) Recruitment Rules, 2001, in so far as they relate to the posts of Manager Grade-III, Store Keeper or Assistant Manager-cum-store-keeper, Cashier, Halwai, Clerk/Salesman, Assistant Halwai, Cook, Tea or Coffee Maker, Bearer and Wash Boy, except as respects things done or omitted to be done before such supersession, the President, after consultation with the Comptroller and Auditor-General of India, hereby makes the following rules regulating the method of recruitment to the posts of Assistant Manager-cum-Store Keeper, Clerk, Halwai-cum-Cook, Assistant Halwai-cum-Cook and Canteen Attendant in the Departmental Canteens/Tiffin Rooms in the Indian Audit and Accounts Department, namely:-

1. Short title and commencement.- (1) These rules may be called the Indian Audit and Accounts Department (Departmental Canteen) Group ‘C’ posts Recruitment Rules, 2016.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. Application. - These rules shall apply to the posts specified in column (1) of the Schedule annexed of these rules.
3. Number of posts, classification, pay band and grade pay or pay scale.- The number of said 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, 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 aforesaid 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 post:
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 Central Government from time to time in this regard.

Schedule

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.	Age limit for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)
1. Assistant Manager-cum-Store Keeper.	33* (2016) *Subject to variation dependent on work load.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Pay band-1, Rs.5200-20,200 plus grade Pay Rs.2400/-. Note.- The incumbants of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Government from time to time.	Non-Selection	Between 18 and 25 years, (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government from time to time). Note: The crucial date for determining the age limit shall be the last date upto, which the Employment Exchange is asked to submit names and in case the post is advertised in Employment News or Newspaper, the crucial date for determining the age limit shall be the last date upto which applications have been called for.

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 vacancies to be filled by various methods.	In case of recruitment by promotion or deputation, grades from which promotion or deputation to be made.
(7)	(8)	(9)	(10)	(11)
(a) Bachelor's degree in Commerce from a recognised university or bachelor's degree in any other discipline from a recognised university with one year diploma in book keeping or store keeping from a recognised institution. (b) Three years experience in handling stores or accounts	No.	Two years for direct recruits. NIL for promotees.	Promotion failing which by deputation and failing both by direct recruitment.	Promotion: (i) Clerks with atleast eight years regular service in pay band-1, Rs.5200-20,200 plus grade pay Rs.1900/-. (ii) Halwai-cum-Cook with five years regular service in pay band-1, Rs.5200-20,200/- plus grade pay Rs.2000/- with two years experience in handling stores or accounts in a Government Department or Undertaking and possessing the educational qualification of 12 th pass with Commerce from a recognised Board. Note 1.- For the purpose of computing minimum qualifying service for promotion, the service rendered

<p>in a Government Department or Undertaking.</p> <p>Note 1. Qualification(s) are relaxable at the discretion of the Comptroller and Auditor-General of India for reasons to be recorded in writing in the case of candidates otherwise well qualified.</p> <p>Note 2. The qualification regarding experience is relaxable at the discretion of the Comptroller and Auditor-General of India for reasons to be recorded in writing in case of candidates belonging to the Scheduled Castes or the Schedule Tribes if, at any stage of selection, the Comptroller and Auditor-General of India is of the opinion that sufficient numbers of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill-up the vacancies reserved for them.</p>				<p>on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission 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 said Pay Commission.</p> <p>Note 2.- Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors 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 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>Deputation:</p> <p>Officials of the Central Government –</p> <p>(a) (i) holding analogous post on regular basis; or (ii) with atleast eight years of regular service in pay band-1, Rs. 5,200 - 20,200 plus grade pay Rs.1900/-; (iii) possessing the educational qualification as prescribed for direct recruit under column (7) and</p> <p>(b) Three (3) years experience in a Government Department or Undertaking in handling Stores/Accounts.</p> <p>Note 1. - The Departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <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.</p> <p>Note 3. - The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 4.- For the purpose of appointment on deputation basis, 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 recommendation of the Sixth Central Pay Commission 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 said 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</p>
---	--	--	--	---

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

If a Departmental Promotion Committee exists, what is its composition?	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
<p>Group 'C' Departmental Promotion Committee (for promotion and confirmation) consisting of:-</p> <ol style="list-style-type: none"> 1. Director or Deputy Director or Senior Deputy Accountant General or Deputy Accountant General in charge of Administration (of the office in which promotions are to be considered) – Chairman; 2. An officer in the rank of Director or Deputy Director or Senior Deputy Accountant General or Deputy Accountant General (from an office other than the office in which promotions are to be considered) – Member; 3. An officer in the rank of Senior Administrative Officer or Administrative Officer or Senior Audit Officer or Audit Officer or Senior Accounts Officer or Accounts Officer – Member. 	<p>Consultation with Union Public Service Commission not necessary.</p>

(1)	(2)	(3)	(4)	(5)	(6)
2. Clerk.	98* (2016) *Subject to variation dependent on work load.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Pay band-1 – 5200-20200 plus grade Pay Rs.1900/-.	Non-Selection	<p>Between 18 and 25 years, (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the age limit shall be the last date upto, which the Employment Exchange is asked to submit names and in case the post is advertised in Employment News or Newspaper, the crucial date for determining the age limit shall be the last date upto which applications have been called for.</p>

(7)	(8)	(9)	(10)	(11)
<p>(a) 12th class pass or equivalent with Commerce from a recognised Board.</p> <p>(b) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer.(35 w.p.m. and 30 w.p.m. correspond to 10500 Key Depression Per Hour/ 9000 Key Depression Per Hour on an average of 5key depressions for each word)</p> <p>Note1.- Qualification is relaxable at the discretion of the Comptroller and Auditor-General of India for reasons to be recorded in writing in the case of candidate otherwise well qualified.</p> <p>Note 2. The qualification regarding experience is relaxable at the discretion of the Comptroller and Auditor-General of India for reasons to be recorded in writing in case of candidates belonging to the Scheduled Castes or the Schedule Tribes if, at any stage of selection, the Comptroller and Auditor- General of India is of the opinion that sufficient numbers of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill-up the vacancies reserved for them.</p>	No	Two years for direct recruits. NIL for promotees.	Promotion failing which by Direct Recruitment.	<p>Promotion :</p> <p>Canteen Attendant with atleast three years regular service in pay band-1, Rs. 5200-20,200 plus grade pay Rs.1800/-.</p> <p>A two weeks training on Organisational behavior, Communication skill and Accounting practices from Institute of Secretariat Training and Management or any other recognised Institute shall be mandatory for the Canteen Attendants for promotion to the post of Clerk.</p> <p>Note 1.- 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 recommendations of the Sixth Central Pay Commission 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 said Pay Commission.</p> <p>Note 2.- Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors 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 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>

(12)	(13)
<p>Group 'C' Departmental Promotion Committee (for promotion and confirmation) consisting of:-</p> <ol style="list-style-type: none"> 1. Director or Deputy Director or Senior Deputy Accountant General or Deputy Accountant General in charge of Administration (of the office in which promotions are to be considered) – Chairman; 2. An officer in the rank of Director or Deputy Director or Senior Deputy Accountant General or Deputy Accountant General (from an office other than the office in which promotions are to be considered) – Member; 3. An officer in the rank of Senior Administrative Officer or Administrative Officer or Senior Audit Officer or Audit Officer or Senior Accounts Officer or Accounts Officer – Member. 	<p>Consultation with Union Public Service Commission not necessary.</p>

(1)	(2)	(3)	(4)	(5)	(6)
3. Halwai- cum- Cook.	67* (2016) *Subject to variation dependent on work load.	General Central Service, Group 'C', Non- Gazetted, Non- Ministerial.	Pay band-1, Rs.5200- 20,200 plus grade Pay Rs.2000/-.	Non- Selection	Between 18 and 25 years, (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government from time to time). Note: The crucial date for determining the age limit shall be the last date upto, which the Employment Exchange is asked to submit names and in case the post is advertised in Employment News or Newspaper, the crucial date for determining the age limit shall be the last date upto which applications have been called for.

(7)	(8)	(9)	(10)	(11)
(a) 10 th class pass from a recognised Board, with a certificate or diploma in catering from a recognised institution. (b) Two years experience in a Government Department or Undertaking in the relevant field preferred. (c) A Trade Skill Test for cooking shall be conducted to assess suitability of the candidate. Note.- The qualification regarding experience is relaxable at the discretion of the Comptroller and Auditor-General of India for reasons to be recorded in writing in case of candidates belonging to the Schedules Castes or the Scheduled Tribes, if, at any stage of selection, the Comptroller and Auditor-General of India is of the opinion that sufficient number	No.	Two years for direct recruits. NIL for promotees .	Promotion failing which by Deputation and failing both by Direct Recruitment.	Promotion: 1. Assistant Halwai-cum-Cook with atleast three years regular service in pay band-1, Rs.5200-20,200 plus grade pay Rs.1900/-. Note 1.- For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1 st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission 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 said Pay Commission. Note 2.- Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors 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 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. Deputation: Officials of the Central Government – (a) (i) holding analogous post on regular basis; or (ii) Assistant Halwai-cum-Cook with atleast three years regular service in pay band-1, Rs. 5200-20,200 plus grade pay Rs.1900/-; and (b) possessing the following qualifications and experience: (i) 10 th class pass from recognised Board, with a certificate or diploma in catering from a recognised institution; (ii) two years experience in a Government Department or Undertaking preferred. Note 1. - The Departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.				<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.</p> <p>Note 3. - The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 4.- For the purpose of appointment on deputation basis, 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 recommendation of the Sixth Central Pay Commission 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 said 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>
---	--	--	--	--

(12)	(13)
<p>Group 'C' Departmental Promotion Committee (for promotion and confirmation) consisting of:-</p> <ol style="list-style-type: none"> 1. Director or Deputy Director or Senior Deputy Accountant General or Deputy Accountant General in charge of Administration (of the office in which promotions are to be considered) – Chairman; 2. An officer in the rank of Director or Deputy Director or Senior Deputy Accountant General or Deputy Accountant General (from an office other than the office in which promotions are to be considered) – Member; 3. An officer in the rank of Senior Administrative Officer or Administrative Officer or Senior Audit Officer or Audit Officer or Senior Accounts Officer or Accounts Officer – Member. 	<p>Consultation with Union Public Service Commission not necessary.</p>

(1)	(2)	(3)	(4)	(5)	(6)
4. Assistant Halwai-cum-Cook.	50* (2016) *Subject to non-variation on work load.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Pay band-1, Rs.5200-20,200 plus grade pay Rs.1900/-.	Non-Selection	<p>Between 18 and 25 years, (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the age limit shall be the last date upto, which the Employment Exchange is asked to submit names and in case the post is advertised in Employment News or Newspaper, the crucial date for determining the age limit shall be the last date upto which applications have been called for.</p>

(7)	(8)	(9)	(10)	(11)
(a) 10 th class pass from a recognised Board, with a certificate or diploma in catering from a recognised Institution.	No.	Two years for direct recruits. NIL	Promotion failing which by deputation	Promotion : Canteen Attendant in pay band-1, Rs.5200-20,200 plus grade pay Rs.1800/- with atleast three years regular service.

<p>(b) One year experience.</p> <p>(c) A Trade Skill Test for cooking including maintenance of hygiene etc. shall be conducted by the Departmental Promotion Committee to assess the suitability of the candidate.</p> <p>Note.- The qualification regarding experience is relaxable at the discretion of the Comptroller and Auditor-General of India for reasons to be recorded in writing in case of candidates belonging to the Scheduled Castes or the Scheduled Tribes if, at any stage of selection the Comptroller and Auditor-General of India is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>		<p>for promotees.</p>	<p>and failing both by Direct Recruitment.</p>	<p>(A Trade test shall be conducted by the Departmental Promotion Committee for cooking including maintenance of hygiene, etc. to assess the suitability of the candidate).</p> <p>Note 1.- 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 recommendations of the Sixth Central Pay Commission 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 said Pay Commission.</p> <p>Note 2.- Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors 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 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>Deputation: Officials of the Central Government –</p> <ul style="list-style-type: none"> (i) holding analogous post on regular basis; or (ii) Canteen Attendant in pay band-1 of Rs.5200-20,200 plus grade pay Rs.1800 with atleast three years regular service in the grade having one year experience as helper to Halwai-cum-Cook. (iii) a certificate or diploma in catering from a recognised institute. <p>Note 1. - The Departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <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.</p> <p>Note 3. - The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 4.- For the purpose of appointment on deputation basis, 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 recommendation of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations</p>
--	--	-----------------------	--	---

				of the said 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.
--	--	--	--	--

(12)	(13)
<p>Group 'C' Departmental Promotion Committee (for Promotion and confirmation) consisting of:-</p> <ol style="list-style-type: none"> 1. Director or Deputy Director or Senior Deputy Accountant General or Deputy Accountant General in charge of Administration (of the office in which promotions are to be considered) – Chairman; 2. An officer in the rank of Director or Deputy Director or Senior Deputy Accountant General or Deputy Accountant General (from an office other than the office in which promotions are to be considered) – Member; 3. An officer in the rank of Senior Administrative Officer or Administrative Officer or Senior Audit Officer or Audit Officer or Senior Accounts Officer or Accounts Officer – Member. 	<p>Consultation with Union Public Service Commission not necessary.</p>

(1)	(2)	(3)	(4)	(5)	(6)
5.Canteen attendant.	393* (2016) *Subject to variation dependent on work load.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Pay band-1, Rs.5200 – 20,200 plus grade pay. Rs.1800/-.	Not applicable.	<p>Between 18 and 25 years, (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the age limit shall be the last date upto, which the Employment Exchange is asked to submit names and in case the post is advertised in Employment News or Newspaper, the crucial date for determining the age limit shall be the last date upto which applications have been called for.</p>

(7)	(8)	(9)	(10)	(11)	(12)	(13)
10 th class pass or equivalent from a recognised Board.	Not applicable.	Two years.	By direct recruitment.	Not Applicable.	<p>Group 'C' Departmental Promotion Committee (for confirmation) consisting of:-</p> <ol style="list-style-type: none"> 1. Director or Deputy Director or Senior Deputy Accountant General or Deputy Accountant General in charge of Administration (of the office in which promotions are to be considered) – Chairman; 2. An officer in the rank of Director or Deputy Director or Senior Deputy Accountant General or Deputy Accountant General (from an office other than the office in which promotions are to be considered) – Member; 3. An officer in the rank of Senior Administrative Officer or Administrative Officer or Senior Audit Officer or Audit Officer or Senior Accounts Officer or Accounts Officer – Member. 	<p>Consultation with Union Public Service Commission not necessary.</p>

The principal rules were notified in Gazette of India, Part II Section 3(i) vide Vide GSR No. 375 dated 04.07.2001.