



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)(An Autonomous Organization under the Ministry of Education, Govt. of India)

No. CBSE/Rectt.Cell/SS/2023/37860-959

Dated: 15.06.2023

**NOTIFICATION**

In supersession to all the previous notifications on the sanctioned strength of Accounts Cadre, the Competent Authority of the Board vide orders dated 15.06.2023 has approved the restructuring of Accounts Cadre. The revised post-wise sanctioned strength at different levels in Accounts Cadre is as under:-

| Name of the post   | Revised No. of post |
|--|---------------------|
| IAFA<br>(Level-13 of 7 <sup>th</sup> CPC)                    | 01                  |
| Addl. IAFA<br>(Level-12 of 7 <sup>th</sup> CPC)              | 03                  |
| Senior Accounts Officer<br>(Level-11 of 7 <sup>th</sup> CPC) | 06                  |
| Accounts Officer<br>(Level-10 of 7 <sup>th</sup> CPC)        | 11                  |
| Junior Accounts Officer<br>(Level-7 of 7 <sup>th</sup> CPC)  | 20                  |
| Senior Accountant<br>(Level-6 of 7 <sup>th</sup> CPC)        | 24                  |
| Accountant<br>(Level-4 of 7 <sup>th</sup> CPC)               | 28                  |
| Junior Accountant<br>(Level-2 of 7 <sup>th</sup> CPC)        | 32                  |
| <b>Total</b>   | <b>125</b>          |

The revised Recruitment Rules of Accounts Cadre are annexed herewith.

This issues with the approval of Competent Authority of the Board.

*Anurag Tripathi*  
**(Anurag Tripathi)**  
**Secretary**

**Distribution:-**

1. Deputy Secretary to Chairperson, CBSE for kind information of the Chairperson, CBSE.
2. CVO/ All Heads of Departments/ Regional Directors of the Board.
3. IAFA/ Joint Secretary (A&L)/ Joint Secretary (Affiliation)/Joint Secretary (IT).
4. All the Regional Officers/ Head of COEs of the Board.
5. Assistant Secretary (IT) – for updation in eHRMS (if any).
6. All officers of the Board upto the level of Section Officer.
7. President, Shiksha Board Staff Welfare Association.
8. President, All India CBSE SC/ST Employees Welfare Association.
9. DA (APAR/Vig./GSLI).
10. Hindi Cell, CBSE, Headquarters for Hindi Translation.
11. Scrap file/Guard File/Notice Board...

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"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI- 110092

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**RECRUITMENT RULES FOR THE POST OF INTERNAL AUDITOR AND FINANCIAL ADVISOR(IAFA)**

| Name of Post                                  | Number of Post(s) | Classification of post | Level in 7 <sup>th</sup> CPC Pay Matrix   | Selection post or Non Selection post | Age limit for Direct Recruitment/ Deputation  | Educational and other qualification for direct recruit | Age and educational qualifications prescribed for direct recruit will apply in the case of promotion |
|---|-------------------|------------------------|---|--------------------------------------|---|--|--|
| 1   | 2                 | 3                      | 4   | 5                                    | 6   | 7  | 8  |
| Internal Auditor and Financial Advisor (IAFA) | 01                | Group-A                | Level-13 of 7 <sup>th</sup> CPC (Rs. 123100-215900) (PB-4 of Rs. 37400-67000 + Grade Pay of Rs. 8700/-) | Selection                            | <b>For Deputation:</b> Not exceeding 56 years | Not applicable   | Not applicable   |

| Period of probation | Method of Recruitment | Recruitment by promotion/deputation  | DPC composition  | Circumstances under which UPSC is consulted |
|---------------------|-----------------------|--|--|---|
| 9                   | 10                    | 11   | 12   | 13  |
| Not applicable      | Deputation            | <p><b>Deputation:</b><br/> <b>(A)</b> Officers belonging to Audit/Accounts/Finance Cadre/service/posts in Central/State Govts/Union Territories/Public Sector Undertakings /Autonomous Bodies /Statutory Organisations:-<br/>                     (i) Holding analogous post on regular basis;<br/> <b>OR</b><br/>                     (ii) With 5 years' regular service in Pay Level-12 of 7th CPC (Rs. 78800-209200) or in equivalent pay grade.<br/> <b>OR</b><br/>                     (iii) With 10 years' regular service in Pay Level-11 of 7th CPC (Rs. 67700-112100) or in equivalent grade.<br/> <b>AND</b><br/> <b>(B)</b> Possessing experience of handling Administrative and Financial Budget/Accounts/Audit matters in a responsible capacity.</p> <p><b>Note 1:-</b> The regular service rendered at higher pay level shall be counted towards the total regular service required at any of the prescribed pay level of 7th CPC or equivalent pay grade.<br/> <b>Note2:-</b> The maximum age-limit for appointment on deputation shall not be exceeding 56 years as on the closing date for receipt of applications.<br/> <b>Note 3:-</b> No provision for absorption<br/> <b>Note:4:-</b> Officers in the line of promotion from feeder cadre will not be eligible for deputation.</p> | <p><b>For Deputation:</b><br/>                     1. Chairman, CBSE – In the Chair<br/>                     2. One Expert – Member<br/>                     3. Joint Secretary (SE&amp;L), MoE/Commissioner KVS/NVS – Member<br/>                     4. Secretary, CBSE – Member<br/>                     5. Representative of SC/ST/Minority Community – Member</p> | Not applicable                              |

*Anurag Tripathi*

**RECRUITMENT RULES FOR THE POST OF ADDITIONAL INTERNAL AUDITOR AND FINANCIAL ADVISOR (Addl. IAFA)**

| Name of Post   | Number of post(s) | Classification of post | Level in pay Matrix   | Selection post or Non Selection post | Age limit for Direct Recruitment/ Deputation  | Educational and other qualification for direct recruit | Age and educational qualifications prescribed for direct recruit will apply in the case of promotion |
|--|-------------------|------------------------|---|--------------------------------------|---|--|--|
| 1  | 2                 | 3                      | 4   | 5                                    | 6   | 7  | 8  |
| Additional Internal Auditor and Financial Advisor (Addl. IAFA) | 03                | Group-A                | Level 12 of 7 <sup>th</sup> CPC (Rs.78800-209200) (PB-3 of Rs. 15600-39100 + Grade Pay of Rs. 7600/-) | Selection                            | <b>For Deputation:</b> Not exceeding 56 years | Not applicable   | Not applicable   |

| Period of probation | Method of Recruitment  | Recruitment by promotion/deputation  | DPC composition  | Circumstances under which UPSC is consulted |
|---------------------|--|--|--|---|
| 9                   | 10   | 11   | 12   | 13  |
| Not applicable      | 2/3 by Promotion failing which by Deputation and 1/3 by Deputation | <p><b>Promotion:</b> Five years of regular service as Senior Accounts Officer in Pay Level 11 of 7th CPC on Seniority-cum-fitness basis.</p> <p><b>Deputation:</b><br/> <b>(A)</b> Officers belonging to Audit/Accounts/Finance Cadre/service/posts in Central/State Govts/Union Territories/Public Sector Undertakings /Autonomous Bodies /Statutory Organisations:-<br/>                     (i) Holding analogous post on regular basis;<br/>                     OR<br/>                     (ii) With 05 years' regular service in the Pay Level 11 of 7th CPC or equivalent pay grade<br/>                     OR<br/>                     (iii) With 09 years' regular service in the Pay Level-9/Level-10 of 7th CPC or equivalent pay grade<br/>                     AND<br/> <b>(B)</b> Possessing experience of handling Financial Budget/Accounts matter in a responsible capacity.</p> <p>Preference will be given to candidates having experience in investments/fund management/ securities.</p> <p><b>Note 1:-</b> The regular service rendered at higher pay level shall be counted towards the total regular service required at any of the prescribed pay level of 7th CPC or equivalent pay grade.<br/> <b>Note 2:-</b> The maximum age-limit for appointment on deputation shall not be exceeding 56 years as on the closing date for receipt of applications.<br/> <b>Note 3:-</b> No provision for absorption<br/> <b>Note 4:-</b> Officers in the line of promotion from feeder cadre will not be eligible for deputation.</p> | <p><b>For Promotion/Deputation:</b></p> <ol style="list-style-type: none"> <li>Chairman, CBSE – In the Chair</li> <li>Joint Secretary (SE&amp;L), MoE– Member</li> <li>Secretary, CBSE – Member</li> <li>I.A.F.A., CBSE – Member</li> <li>Representative of SC/ST/Minority Community – Member</li> </ol> | Not applicable                              |

*Anurag Tripathi*

**RECRUITMENT RULES FOR THE POST OF SENIOR ACCOUNTS OFFICER**

| Name of post            | Number of post(s) | Classification of the post | Level in the Pay Matrix   | Selection post or Non-Selection Post | Age-Limit for Direct Recruitment                 | Educational and other qualifications required for direct recruits | Whether Age and educational qualifications prescribed for Direct Recruits will apply in the case of promotes |
|-------------------------|-------------------|----------------------------|---|--------------------------------------|--|---|--|
| 1                       | 2                 | 3                          | 4   | 5                                    | 6  | 7   | 8  |
| Senior Accounts Officer | 06                | Group 'A'                  | Level 11 of 7th CPC (Rs.67700-208700) (PB-3 of Rs. 15600-39100 + Grade Pay of Rs. 6600/-) | Selection                            | <b>For Deputation:</b><br>Not exceeding 56 years | Not applicable  | Not applicable   |

| Period of Probation, if any | Method of Recruitment  | Recruitment by promotion/deputation  | If a DPC exists what is its composition  | Circumstances under which UPSC is to be consulted in making recruitment |
|-----------------------------|--|--|--|---|
| 9                           | 10   | 11   | 12   | 13  |
| Not applicable              | 75% by Promotion failing which by Deputation and 25% by Deputation | <p><b>Promotion:</b> Four years of regular service as Accounts officer in Level-10 on Seniority-cum-fitness basis.</p> <p><b>Deputation:</b><br/> <b>(A)</b> Officers belonging to Audit/ Accounts/ Finance Cadre/ service/ posts in Central/ State Govts/ Union Territories/ Public Sector Undertakings/ Autonomous Bodies/ Statutory Organisations:-<br/>                     (i) Holding analogous posts on regular basis<br/>                     OR<br/>                     (ii) With 04 years' regular service in Pay Level-9/Level-10 of 7th CPC or equivalent pay grade;<br/>                     OR<br/>                     (iii) With 08 years regular service either in Pay Level-7/Level-8 of 7th CPC or combined regular service in Level-7 &amp; Level-8 of 7th CPC or equivalent pay grade<br/>                     AND<br/> <b>(B)</b> Possessing experience in the field of Accounts compilation, Budget, Internal Audit, Commercial Accounting etc.</p> <p>Preference will be given to candidates having experience in investments/fund management/ securities.</p> <p><b>Note 1:-</b> The regular service rendered at higher pay level shall be counted towards the total regular service required at any of the prescribed pay level of 7th CPC or equivalent pay grade.<br/> <b>Note 2:-</b> The maximum age-limit for appointment on deputation shall not be exceeding 56 years as on the closing date for receipt of applications.<br/> <b>Note 3:-</b> No provision for absorption<br/> <b>Note 4:-</b> Officers in the line of promotion from feeder cadre will not be eligible for deputation.</p> | <p><b>For Promotion/Deputation:</b></p> <ol style="list-style-type: none"> <li>Chairman, CBSE – In the Chair</li> <li>Joint Secretary (SE&amp;L), MoE– Member</li> <li>Secretary, CBSE – Member</li> <li>I.A.F.A. – Member</li> <li>Representative of SC/ST/Minority Community – Member</li> </ol> | Not Applicable  |

*Anureg Tripathi*

**RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER**

| <b>Name of post</b> | <b>Number of post(s)</b> | <b>Classification of the post</b> | <b>Level in the Pay Matrix</b>  | <b>Selection post or Non-Selection Post</b> | <b>Age-Limit for Direct Recruitment</b>  | <b>Educational and other qualifications required for direct recruits</b>   | <b>Whether Age and educational qualifications prescribed for Direct Recruits will apply in the case of promotes</b> |
|---------------------|--------------------------|-----------------------------------|---|---|--|--|---|
| <b>1</b>            | <b>2</b>                 | <b>3</b>                          | <b>4</b>  | <b>5</b>                                    | <b>6</b>   | <b>7</b>   | <b>8</b>  |
| Accounts Officer    | 11                       | Group 'A'                         | Level-10 of 7 <sup>th</sup> CPC (Rs.56100-177500) (PB-3 of Rs. 15600-39100 + Grade Pay of Rs. 5400/-) | Selection                                   | <p><b><u>For Direct recruitment:</u></b><br/>Not exceeding 35 years</p> <p><b><u>For Deputation:</u></b><br/>Not exceeding 56 years</p> <p>The crucial date for determining the age limit shall be the closing date for receipt of applications.</p> | <p>Bachelor's degree of a recognised University/ Institution with Economics/ Commerce/ Accounts/Finance/Business Studies/Cost Accounting as one of the subject.</p> <p align="center"><b>OR</b></p> <p>Bachelor's degree of a recognised University/Institution and having SAS/JAO(C) examination conducted by any Account/Audit Services/Department of the Central/State Govt.</p> <p align="center"><b>OR</b></p> <p>Post Graduate of a recognised University/ Institution with Economics/Commerce /Accounts/Finance/Business Studies/Cost Accounting as one of the subject.</p> <p align="center"><b>OR</b></p> <p>M.B.A. (Finance)/Chartered Accountant/ICWA.</p> <p><b><u>Desirable:</u></b><br/>(i) Experience in the field of Accounts compilation, Budget, Internal Audit, Commercial Accounting.<br/>(ii) Experience in the field of investments/fund management/ securities.</p> | Applicable for Direct recruits, Promotion and Deputation  |

*Anurag Tripathi*

| Period of Probation, if any   | Method of Recruitment  | Recruitment by promotion/deputation   | If a DPC exists what is its composition   | Circumstances under which UPSC is to be consulted in making recruitment |
|---|--|---|---|---|
| 9   | 10   | 11  | 12  | 13  |
| <p><b>For Promotion:</b><br/>02 Years</p> <p><b>For Deputation:</b><br/>Not applicable</p> <p><b>For Direct Recruitment:</b><br/>02 Years</p> | <p>75% by Promotion failing which by Deputation and 25% by Direct Recruitment.</p> <p>All India basis written examination should be conducted for appointment made through Direct Recruitment.</p> | <p><b>Promotion:</b> Four years of regular service as Junior Accounts Officer in Level-7 of 7<sup>th</sup>CPC alongwith Bachelor's or Post Graduate with Economics/ Commerce/ Accounts/Finance/Business Studies/Cost Accounting as one of the subject or MBA (Finance)/Chartered Accountant/ICWA of a recognised University / Institution.</p> <p><b>Deputation:</b><br/><b>(A)</b> Officers belonging to Audit/Accounts/Finance Cadre/service/posts in Central/State Govts/Union Territories/Public Sector Undertakings/Autonomous Bodies/Statutory Organisations:-</p> <p>(i) Holding analogous posts on regular basis<br/><b>OR</b><br/>(ii) With 04 years regular service in the Pay Level-8/Level-7 of 7<sup>th</sup>CPC or combined regular service in Level-7 &amp; Level-8 of 7<sup>th</sup>CPC or equivalent pay grade.<br/><b>OR</b><br/>(iii) With 08 years of regular service in Level-6 of 7<sup>th</sup>CPC or combined regular service in Level-6 &amp; Level-7 of 7<sup>th</sup>CPC or equivalent pay grade.<br/><b>AND</b><br/><b>(B)</b> Possessing experience in the field of Accounts compilation, Budget, Internal Audit, Commercial Accounting.</p> <p>Preference will be given to candidates having experience in investments/fund management/securities.</p> <p><b>Note 1:-</b> The regular service rendered at higher pay level shall be counted towards the total regular service required at any of the prescribed pay level of 7<sup>th</sup> CPC or equivalent pay grade.<br/><b>Note 2:-</b> The maximum age-limit for appointment on deputation shall not be exceeding 56 years as on the closing date for receipt of applications.<br/><b>Note 3:-</b> No provision for absorption<br/><b>Note 4:-</b> Officers in the line of promotion from feeder cadre will not be eligible for deputation.</p> | <p><b>For Promotion/Deputation:</b></p> <ol style="list-style-type: none"> <li>1. Chairman, CBSE – In the Chair</li> <li>2. Joint Secretary (SE&amp;L), MoE– Member</li> <li>3. Secretary, CBSE – Member</li> <li>4. I.A.F.A. – Member</li> <li>5. Representative of SC/ST/Minority Community – Member</li> </ol> | <p>Not applicable</p>   |

Anurag Tripathi

**RECRUITMENT RULES FOR THE POST OF JUNIOR ACCOUNTS OFFICER**

| Name of post            | Number of post | Classification of the post | Level in the Pay Matrix   | Selection post or Non-Selection Post | Age-Limit for Direct Recruitment              | Educational and other qualifications required for direct recruits | Whether Age and educational qualifications prescribed for Direct Recruits will apply in the case of promotes |
|-------------------------|----------------|----------------------------|---|--------------------------------------|---|---|--|
| 1                       | 2              | 3                          | 4   | 5                                    | 6   | 7   | 8  |
| Junior Accounts Officer | 20             | Group 'B'                  | Level-7 of 7 <sup>th</sup> CPC (Rs.44900-142400) (PB-2 of Rs. 9300-34800 + Grade Pay of Rs. 4600/-) | Selection                            | <b>Deputation:</b><br>Not exceeding 56 years. | Not Applicable  | Not Applicable   |

| Period of Probation, if any | Method of Recruitment                          | Recruitment by promotion/deputation  | If a DPC exists what is its composition   | Circumstances under which UPSC is to be consulted in making recruitment |
|-----------------------------|--|--|---|---|
| 9                           | 10   | 11   | 12  | 13  |
| Not Applicable              | 100% by Promotion failing which by Deputation. | <p><b>Promotion:</b> Four years of regular service as Senior Accountant in Level-6 on Seniority-cum-fitness basis.</p> <p><b>Deputation:</b><br/> <b>(A)</b> Officials belonging to Audit/ Accounts/ Finance Cadre/ service/ posts in Central/ State Govts/ Union Territories/ Public Sector Undertakings/ Autonomous Bodies/ Statutory Organisations:-</p> <p>(i) Holding analogous posts on regular basis.<br/> <b>OR</b><br/>                     (ii) With 04 years' of regular services in Pay Level-6 or equivalent pay grade;<br/> <b>OR</b><br/>                     (iii) With 08 years' of regular services in Pay Level-5/Level-4 or combined regular service in Level-4 &amp; Level-5 or equivalent pay grade.<br/> <b>AND</b><br/> <b>(B)</b> Possessing experience in the field of Accounts compilation, Budget, Internal Audit, Commercial Accounting.</p> <p><b>Note 1:-</b> The regular service rendered at higher pay level shall be counted towards the total regular service required at any of the prescribed pay level of 7th CPC or equivalent pay grade.<br/> <b>Note 2:-</b> The maximum age-limit for appointment on deputation shall not be exceeding 56 years as on the closing date for receipt of applications.<br/> <b>Note 3:-</b> No provision for absorption<br/> <b>Note 4:-</b> Officers in the line of promotion from feeder cadre will not be eligible for deputation.</p> | <p><b>For Promotion/ Deputation:</b></p> <ol style="list-style-type: none"> <li>Secretary, CBSE – In the Chair</li> <li>I.A.F.A. – Member</li> <li>Joint Secretary (A&amp;L) – Member</li> <li>Representative of SC/ST/Minority Community – Member</li> </ol> | Not applicable  |

*Anurag Tripathi*



**RECRUITMENT RULES FOR THE POST OF SENIOR ACCOUNTANT**

| Name of Post      | No. of post | Classification | Scale of Pay  | Whether Selection or Non Selection Post | Age Limit for Recruitment                     | Education & other Qualification Req'd. | Whether Age & educational qualifications prescribed for Direct Recruits will apply in the case of Promotees |
|-------------------|-------------|----------------|---|---|---|--|---|
| 1                 | 2           | 3              | 4   | 5                                       | 6   | 7                                      | 8   |
| Senior Accountant | 24          | Group 'B'      | Level-6 of 7 <sup>th</sup> CPC (Rs.35400-112400) (PB-2 of Rs. 9300-34800 + Grade Pay of Rs. 4200/-) | Selection                               | <b>Deputation:</b><br>Not exceeding 56 years. | Not Applicable                         | Not Applicable  |

| Period of Probation, if any       | Method of Recruitment                          | Recruitment by promotion/deputation   | If a DPC/Selection Committee exists what is its composition   | Circumstances in which UPSC to be consulted in making Rectt. |
|-----------------------------------|--|---|---|--|
| 9                                 | 10   | 11  | 12  | 13   |
| <b>For Promotion:</b><br>02 Years | 100% by Promotion failing which by Deputation. | <p><b>Promotion:</b> Four years of regular service as Accountant in Pay Level-4 on Seniority-cum-fitness basis.</p> <p><b>Deputation:</b><br/> <b>(A)</b> Officials belonging to Audit/Accounts/Finance Cadre/service/posts in Central/State Govts/Union Territories/Public Sector Undertakings/Autonomous Bodies/Statutory Organisations:-<br/>                     (i) Holding analogous post on regular basis<br/> <b>OR</b><br/>                     (ii) With 04 years of regular service in Pay Level-5/Level-4 of 7th CPC or combined regular service of Pay Level-4 &amp; 5 or equivalent pay grade<br/> <b>AND</b><br/> <b>(B)</b> Possessing experience in the field of Accounts compilation, Budget, Internal Audit, Commercial Accounting.</p> <p><b>Note 1:-</b> The regular service rendered at higher pay level shall be counted towards the total regular service required at any of the prescribed pay level of 7th CPC or equivalent pay grade.<br/> <b>Note 2:-</b> The maximum age-limit for appointment on deputation shall not be exceeding 56 years as on the closing date for receipt of applications.<br/> <b>Note 3:</b> - No provision for absorption<br/> <b>Note 4:</b> - Officers in the line of promotion from feeder cadre will not be eligible for deputation.</p> | <p><b>For Promotion/ Deputation:</b></p> <ol style="list-style-type: none"> <li>Secretary, CBSE – In the Chair</li> <li>I.A.F.A. – Member</li> <li>Joint Secretary (A&amp;L) – Member</li> <li>Representative of SC/ST/Minority Community – Member</li> </ol> | Not Applicable   |

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## RECRUITMENT RULES FOR THE POST OF ACCOUNTANT

| Name of Post | Number of post(s) | Classification of post | Level in pay Matrix  | Selection post or Non Selection post | Age limit for Direct Recruits  | Educational and other qualification for direct recruit  | Age and educational qualifications prescribed for direct recruit will apply in the case of promotion |
|--------------|-------------------|------------------------|--|--------------------------------------|--|---|--|
| 1            | 2                 | 3                      | 4  | 5                                    | 6  | 7   | 8  |
| Accountant   | 28                | Group 'C'              | Level-4 of 7 <sup>th</sup> CPC (Rs.25500-81100) (PB-1 of Rs. 5200-20200 + Grade Pay of Rs. 2400/-) | Non Selection                        | <b>For Direct recruitment:</b><br>Not exceeding 30 years.<br><br>The crucial date for determining the age limit shall be the closing date for receipt of applications. | <b>Essential:</b><br>Bachelor's Degree from a recognized University/ Institution with Economics/ Commerce/Accounts/Finance/Business Studies/Cost Accounting as one of the subject.<br><br><b>AND</b><br>A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. | No   |

| Period of probation                         | Method of Recruitment   | Recruitment by promotion/deputation   | DPC composition  | Circumstances under which UPSC is consulted |
|---|---|---|--|---|
| 9   | 10  | 11  | 12   | 13  |
| 2 (Two) Years in case of direct recruitment | 75% by promotion failing which by Deputation and 25% by Direct recruitment failing which by Deputation.<br><br>All India basis written examination should be conducted for appointment made through Direct Recruitment. | <b>Promotion:</b> Four years regular service as Junior Accountant in Pay Level-2 of 7 <sup>th</sup> CPC on Seniority-cum-fitness basis<br><br><b>Deputation:</b><br><b>(A)</b> Officials belonging to Audit/Accounts/Finance Cadre/service/posts in Central/State Govts/Union Territories/Public Sector Undertakings/Autonomous Bodies /Statutory Organisations:-<br><br>(i) Holding analogous post on regular basis<br><br><b>OR</b><br>(ii) With 04 years of regular service in Pay Level-2 of 7 <sup>th</sup> CPC or equivalent pay grade<br><br><b>AND</b><br><b>(B)</b> Possessing experience in the field of Accounts compilation, Budget, Internal Audit, Commercial Accounting.<br><br><b>Note 1:-</b> The regular service rendered at higher pay level shall be counted towards the total regular service required at any of the prescribed pay level of 7th CPC or equivalent pay grade.<br><b>Note 2:-</b> The maximum age-limit for appointment on deputation shall not be exceeding 56 years as on the closing date for receipt of applications.<br><b>Note3:-</b> No provision for absorption<br><b>Note 4:-</b> Officers in the line of promotion from feeder cadre will not be eligible for deputation. | <b>For Promotion/Deputation:</b><br><br>1. Secretary, CBSE – In the Chair<br>2. I.A.F.A. – Member<br>3. Joint Secretary (A&L) – Member<br>4. Representative from SC/ST/Minority Community – Member | Not Applicable                              |

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**RECRUITMENT RULES FOR THE POST OF JUNIOR ACCOUNTANT**

| Name of post      | Number of post | Classification of the post | Level in the Pay Matrix  | Selection post or Non-Selection Post | Age-Limit for Direct Recruitment   | Educational and other qualifications required for direct recruits  | Whether Age and educational qualifications prescribed for Direct Recruits will apply in the case of promotes |
|-------------------|----------------|----------------------------|--|--------------------------------------|--|--|--|
| 1                 | 2              | 3                          | 4  | 5                                    | 6  | 7  | 8  |
| Junior Accountant | 32             | Group 'C'                  | Level-2 of 7 <sup>th</sup> CPC (Rs.19900-63200) (PB-1 of Rs. 5200-20200 + Grade Pay of Rs. 1900/-) | Non-Selection                        | Not exceeding 27 years.<br><br>The crucial date for determining the age limit shall be the closing date for receipt of applications. | <b>Essential:</b><br>12 <sup>th</sup> Class from a recognized Board/University/Institution with Accountancy/Business Studies/Economics/Commerce/Entrepreneurship/ Finance/Business Administration/Taxation/Cost Accounting as one of the subject.<br><b>AND</b><br>A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. | No   |

| Period of Probation, if any | Method of Recruitment   | Recruitment by promotion/deputation | If a DPC exists what is its composition | Circumstances under which UPSC is to be consulted in making recruitment |
|-----------------------------|---|-------------------------------------|---|---|
| 9                           | 10  | 11                                  | 12                                      | 13  |
| Two years                   | <b>Direct Recruitment:</b><br><br>All India basis written examination should be conducted for appointment made through Direct Recruitment. Cases for Compassionate Appointment will also be considered for the post of Junior Accountant subject to fulfilment of educational criteria. | Not Applicable                      | Not Applicable                          | Not Applicable  |

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