

ANNEXURE 6 I

RECRUITMENT RULES FOR SENIOR FINANCE & ACCOUNTS OFFICER

IN MINISTRY: MINISTRY OF COMMERCE AND INDUSTRY
DEPARTMENT OF INDUSTRIAL POLICY AND PROMOTION

PATENT OFFICE UNDER THE CONTROL OF THE CONTROLLER GENERAL OF PATENTS, DESIGNS & TRADEMARKS

Name of the post	Number of post	Classification	Level in the Pay Matrix	Whether selection or Non-selection post	Age limit for direct recruits
01	02	03	04	05	06
Senior Finance & Accounts Officer	1* (2018) * Subject to variation depending upon the workload	General Central Service Group -AØGazetted Ministerial	Level 10 in Pay Matrix	Selection by Merit	Not Applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	Period of probation if any	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of vacancy to be filled by various methods
07	08	09	10
Not Applicable	Not Applicable	Two years	Promotion failing which by deputation

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
11	12	13
<p><u>PROMOTION</u> Finance Officer with three years of regular service in Level 7 in the Pay Matrix and successfully completed 2 to 4 weeks training in the field of General Finance Rules (GFR), Government e Market (GeM), Public Financial Management Services (PFMS) at RGNIIPM, Nagpur / Institute of Secretariat Training and Management (ISTM) / National Institute of Financial Management or equivalent.</p> <p><u>DEPUTATION</u> Officers of the Central Government ó</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with three years regular service in Level 7 in the Pay Matrix in the parent cadre or Department; or with eight years regular service in Level 6 in the Pay Matrix in the parent cadre or Department; and</p> <p>(b) possessing the following educational qualifications and experience: (i) A pass in the Subordinate Accounts Service or equivalent examination conducted by any of the Organised Accounts Department of the Central Government; or (ii) Successfully completed training in the Cash & Accounts work in the Institute of Secretariat Training and Management or equivalent and possessing experience of two years in Cash, Accounts & Budget Work.</p> <p>Note 1 ó The departmental Accountant in Level 6 in the Pay Matrix with eight years regular service in the grade in the Patent Office will also be considered along with outsiders and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</p> <p>Note 2 ó 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 and similarly deputationists shall not be eligible for appointment by promotion.</p> <p>Note 3 ó The period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 4 ó The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of the receipt of applications.</p> <p>Note 5 ó For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st day of January, 2006 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 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 for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>	<p>Group 'A' Departmental Promotion Committee for considering promotion:</p> <p>(i) Chairman/Member, UPSC- Chairman (ii) Joint Secretary (Administration) Department of Industrial Policy and Promotion - Member. (ii) Controller General of Patents and Designs and Trade Marks ó Member.</p>	<p>Consultation with Union Public Service Commission is necessary on each occasion.</p>