

**RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER**  
(As approved by the Board in their 247 Meeting held on 26.06.2013)

|   |                                                              |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---|--------------------------------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Name of Post                                                 | : | Accounts Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2 | Classification                                               | : | Class 'B' Post (E-0)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3 | Whether selection post or Non selection post                 | : | Selection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 4 | Scale of Pay                                                 | : | <b>Rs. 12,600-32,500 (IDA)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5 | Age limit for direct recruitment                             | : | <b>Not exceeding 30** years as on 1<sup>st</sup> Jan of Recruitment year.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6 | Educational and other Qualifications for direct recruitment. |   | <p><b><u>Essential Educational Qualifications &amp; Experience :</u></b></p> <p><b><u>Education Qualification(s):</u></b></p> <p>Associate Member of Institute of Chartered Accountants/Institute of Cost &amp; Works Accountants or 2 years full time MBA ( Finance) with minimum 55%* marks (Desirable 60%) from a recognized University/Institution.</p> <p><b><u>Experience:</u></b></p> <p>2 years post qualification experience responsible for handling Finance, Taxes, Balance Sheet and other Accounts functions in large organization/PSU. Weightage will be given to those having handled similar functions in a large Industry. Those working in PSU/Govt. should have 2 years experience in the next below scale i.e. Rs.10,900-31,500 and above, or equivalent in related field.</p> |
| 7 | Period of Probation                                          |   | One year extendable by maximum period of one more year, if considered necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 8 | Method of Recruitment.                                       | : | <p><b>By promotion of employees of Finance &amp; Accounts discipline working in the scale of Rs.10,900-31,500 or equivalent with following experience in the related field, failing which by direct recruitment at E-1 level.</b></p> <p>a. Those meeting prescribed qualification – 5 years.</p> <p>b. Those who are B.Com. plus Diploma in related field/M.Com – 6 years.</p> <p>c. Graduates – 7 Years.</p>                                                                                                                                                                                                                                                                                                                                                                                     |

**\* Not applicable for existing Departmental Candidates**

**\*\* { 1. Age Relaxation as per Govt. Rules  
2. No age bar for Departmental Candidates }**

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