

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

**Notice**

**Sub: Inviting comments on the proposed Recruitment Rules to the post of Administrative Assistant (Level 4) in pay matrix).**

Indian Audit and Accounts Department proposes to frame Recruitment Rules (RRs) for the post of Administrative Assistant (Level 4 in pay matrix). The proposed RRs containing draft Notification and Schedule have been framed in accordance with instructions issued by the Department of Personnel and Training (DoPT).

2. In terms of DoPT OM No. AB-14017/61/2008-Est.(RR) dated 13.10.2015, draft Notification and Schedule have been uploaded on 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:

Serial No./Column No of the proposed Notification/Schedule of RRs to the post of Administrative Assistant.	Comments
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3. The comments as per the above format should reach by **Speed Post** to this office latest by 17.09.2023 on the below mentioned address.

**Shri Nilesh Patil,  
Asstt. C &AG (N)-I,  
O/o the C&AG of India,  
9, Deen Dayal Upadhyay Marg,  
New Delhi- 110124.**

**NOTIFICATION**

G.S.R.....-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, hereby makes the following rules regulating the method of recruitment to the posts of Administrative Assistant in Headquarters and field offices of Indian Audit and Accounts Department, namely:-

1. **Short title and commencement** – (1) These rules may be called the Indian Audit and Accounts Department (Administrative Assistant) Recruitment Rules 2023.  
(2) They shall come into force on the date of publication in the gazette of India.
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 and level in the pay matrix.** – The number of posts, its classification and level in the pay matrix 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 persona 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 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 provision of these rules with respect to any class or category or persons.
7. **Saving** – Nothing in these rules shall affect reservations, 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 as applicable to persons employed in the Indian Audit and Accounts Department.

**SCHEDULE**

Name of post.	Number of post.	Classification.	Level in the pay matrix.	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.	Period of probation, if any.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Administrative Assistant	1773* (2023)  *Subject to variation dependent on work load.	General Central Services, Group 'C', Non -Gazetted, Non Ministerial.	Level- 4	Not applicable	Between 18 and 25 years of age. Note: the crucial date for determining the age-limit shall be as determined by the Staff Selection Commission.	Essential Qualifications:  (i) Bachelor's Degree from a recognised University.  (ii) Minimum Computer proficiency qualification.  Note: for the purposes of Computer proficiency qualification under clause (ii):  (a) Higher Secondary School Certificate with computer proficiency related courses as one of the subjects under the Central or State Board of School Education; or  (b) Knowledge of computer application equivalent to the Course on Computer Concepts (CCC) of the National Institute of Electronics and Information Technology (NIELIT) or Diploma in Computer or Certificate in Computer Application from a recognised Institute.  Desirable: Language proficiency in the language specified, and to be tested for the State in which the vacancies exist and recruitment is to take place, in the office of the State Accountant General	Not applicable.	Two Years

Method of recruitment. Whether by direct recruitment or by promotion or by deputation or 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 a Departmental Promotion Committee exists what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(10)	(11)	(12)	(13)
By direct recruitment	Not applicable	<p><b>Departmental Confirmation Committee (for considering confirmation) consisting of:-</b></p> <p>(1) Senior Deputy Accountant General or Deputy Accountant General or Director or Deputy Director in-charge of administration group. -Chairperson;</p> <p>(2) Senior Deputy Accountant General or Deputy Accountant General or Director or Deputy Director . - Member; and</p> <p>(3) Senior Accounts Officer or Senior Audit Officer or any other officer of equivalent Rank -Member.</p>	Consultation with Union Public Service Commission not necessary.

[F. No. -EG]

(B. K. Manthan)  
Deputy Secretary (EG)