

Schedule

Name of the Post	No. 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 promotes	Period of probation, if any	Method of recruitment, whether by recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grade 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.
1	2	3	4	5	6	7	8	9	10	11	12	13
Manager-cum-Accountant	1* (One) (2018)	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial.	Level 6 in the pay matrix Rs. (35,400-1,12,400/-)	Selection	Not Applicable	Not applicable	Not applicable	Not Applicable	100% Promotion failing which by deputation	<p>Promotion:</p> <p>(i) Canteen Clerk in level- 2 of the pay matrix with eighteen (18) years of regular service in the grade.</p> <p>(ii) A mandatory training of 4 weeks on Management skills for Canteen Manager.</p> <p>NOTE 1.- Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior 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 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their junior who have already completed such qualifying or eligibility service.</p> <p>Deputation: Officers under the Central Government</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) with 6 years service in the grade rendered after appointment thereto on a regular basis in posts in Level 5 of the pay matrix or equivalent in the parent cadre/department; or</p> <p>(i) With 10 years service in the grade rendered after appointment thereto on a regular basis posts in Level 4 of the pay matrix or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the educational qualifications and experience as under-</p> <p>(i) Bachelor's degree in Commerce/ Business studies/ Economics/Public Administration of a recognised University/ Institute.</p> <p>(ii) 2 years Accounts work in any Govt. office/ PSU or autonomous/ statutory organisation.</p> <p>NOTE 1.- 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. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p>NOTE 2.- Period of deputation including period of deputation in any other <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</p> <p>The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>	Group- B Departmental Promotion Committee (for considering promotion) consisting of-	Consultation with UPSC not necessary.

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