

No. M-28011/10/2025-IP&MC
Government of India
Ministry of Information & Broadcasting
IP&MC Section

Kartavya Bhawan-2, New Delhi
Dated: 16.04.2026

To

All Stakeholders

**Subject: Amendment of Recruitment Rules (RRs) for the post of
Accounts Clerk in Publications Division -reg.**

Sir/Madam,

I am directed to say that this Ministry is in the process of amending the Recruitment Rules for the post of Accounts Clerk in Publications Division, M/o Information & Broadcasting.

2. As per DoP&T, vide its O.M. No. AB-14017/61/2008-Estt. (RR) dated 13.10.2015, before referring any proposal for framing/amendment in Recruitment Rules of any post in Ministries/Departments and their Subordinate and Attached Offices, the proposed amendments/revision in the Recruitment Rules would have to be put on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders.

3. In view of the above, all the stakeholders are requested to send their Comments on the draft RRs for the said post (enclosed) via e-mail at ipmc.inb@nic.in within 30 days from the date of issue of this letter.

Encl.: As Above.

Navin Kumar Rajak

(Navin Kumar Rajak)

Under Secretary to the Government of India

Tel. 24015753

To,

1. NIC Cell, Ministry of I&B, Shastri Bhawan with the request to upload this letter on the website of the Ministry of Information & Broadcasting under the head 'Notice board'.
2. DG, DPD - With the request to upload the draft RRs for the post of Accounts Clerk in DPD on the website of DPD for 30 days.

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART II, SECTION 3, SUB-SECTION

(i)]

**GOVERNMENT OF INDIA
MINISTRY OF INFORMATION AND BROADCASTING**

DRAFT NOTIFICATION

New Delhi, the 2026

G.S.R- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Information and Broadcasting, Publications Division (Class III posts) Recruitment Rules, 1970, in so far as they relate to the post of Accounts Clerk except as respects, things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Accounts Clerk in Publications Division in the Ministry of Information and Broadcasting, namely:-

1. Short title and commencement.- (1) These rules may be called the Publications Division, Accounts Clerk (Group 'C' post) Recruitment Rules, 2026.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Number of post, classification and level in the pay matrix.- The number of the said post, its classification and the level in the pay matrix relating thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications etc.- The method of recruitment, age-limit, educational qualifications and other matters relating to the said post, shall be as specified in columns (5) to (13) of the aforesaid Schedule.

4. Disqualification.- No person,-

- (a) who has entered into or contracted a marriage with a person 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 Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such a 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.

5. Power to relax.- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. Savings.- 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, Ex servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of Post	Number of Posts	Classification	Pay Level	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
1	2	3	4	5	6	7	8
Accounts Clerk	12 *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Ministerial	Level-4 in the Pay Matrix	Non-selection	Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)	Essential : Degree of a recognized University or equivalent	NA

Period of Probation if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	If a DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
9	10	11	12	13
2 years for Direct recruitment. 'Nil' for promotees	50% by Direct Recruitment 50% by promotion failing which by transfer on deputation	<p>Promotion</p> <p>CG-II with 8 years service in the grade.</p> <p>Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /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 juniors who have already completed such qualifying eligibility service.</p> <p>Note1: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January 2016 or the date from which the revised pay structure based on the Seventh Central Pay</p>	<p>i. Director/ Joint Director (Admn.), DPD- Chairperson</p> <p>ii. Deputy Director (Admin), DPD- member</p> <p>iii. Deputy Director (Admn), CBC Member</p>	Not applicable

Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the pay commission

Deputation officers of the central government (iii) holding analogous post on regular basis: or

(iv) with eight years regular service in the grade of LDC/CG-II or equivalent.

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, the deputationists shall not be eligible for consideration for appointment by promotion.

Period of deputation including the period of deputation 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 3 yrs.

The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications

Note: For the purpose of appointment on

	<p>deputation/absorption basis, the service rendered on a regular basis, by an officer prior to 1st January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay commission has been extended) shall be deemed to be service rendered in the service corresponding grade pay or pay scale extended based on the recommendations of the 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/pay scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>	
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ANNEXURE - III

Form to be filled by the Ministry/Department while Forwarding proposals to the DoPT (Department of Personnel & Admn. Reforms) and the Union Public Service Commission for amending approved Recruitment Rules.

1. (a) Name of the post : Accounts Clerk

(b) Name of the Ministry/Deptt. : Publications Division, Ministry of Information & Broadcasting

2. Reference No. in which Commission's advice on Recruitment Rules :

3. Date of notification of the original rules and subsequent amendments (copy of the original rules and subsequent amendments should be enclosed, duly flagged and referenced) : M/o I&B Notification No. A.12018/3/70-Admn. I

S. No.	Existing Col. No.	Provisions as per existing Recruitment Rules	Revised Col. No.	Provision as per revised Recruitment Rules	Reasons for the revision proposed
1	1	Name of the post: Accounts Clerk	1	Name of the post No Change	-
2.	2	No. of posts 09 (Nine)	2	No. of posts 12 (twelve)	03 temporary posts converted into permanent ones vide Order No. A-11012/2/84-Admn.I dated 03.07.1984.
3.	3	Classification: General Central Service Group- C (Non-Gazetted) Ministerial	3	Classification: General Central Service Group C, (Non-Gazetted) Ministerial	NA
4.	4	Scale of pay: (Rs. 130-5-160-8-200-EB-8-256-EB-8-280-1	4	Scale of pay: Level 4 of Pay Matrix	Pay scale has been revised as per the recommendations of 7th Central Pay Comm

		0-300)			ission.
5.	5	Whether Selection post or non-selection post: Non selection	5	Whether Selection post or non-selection post: Non-Selection	As per Model RRs notified vide DoP&T's OM dated 29.12.2010, for the post of Upper Divisional Clerk, General Central Service (Group 'C', Non-Gazetted, Ministerial with GP 2400, the entry under this column shall be Non-Selection.
6	6	Whether benefit of added year of service admissible under the rule 30 of Central Civil Service (Pension Rules) 1972 Not applicable	NA	May be removed as per model RR	-
6.	7	Age of direct recruitment: Between 19 to 25 years	6	Age of direct recruitment: Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)	NA
8.	8	Educational and other qualifications required for direct recruitment: <u>Essential:</u> i. Intermediate Sen	7	Educational and other qualifications required for direct recruitment: Degree of a recognized University or equivalent	To bring in line with GOI's instructions and Model recruitment rules.

		<p>ior Cambridge/higher secondary certificate or equivalent examination</p> <p>ii. At least two years practical experience in accounts work in a Govt./Semi-Govt or a commercial firm of standing.</p> <p>Adequate knowledge of Hindi.</p>			
9.	9	<p>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes:</p> <p>Not applicable</p>	8	<p>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes:</p> <p>Not applicable</p>	NA
10.	10	<p>Period of probation, if any:</p> <p>Two years</p>	9	<p>Period of probation, if any:</p> <p>2 years for Direct recruitment. ‘Nil’ for promotees</p>	NA
11.	11	<p>Methods of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods:</p> <p>(i) Direct recruitment 50%</p> <p>(ii) Promotion failing which by transfer. Dep</p>	10	<p>Methods of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods:</p> <p>50% by Direct Requirment</p> <p>50% by promotion failing which by trasfer on deputation</p>	NA

		utation 50%			
12.	12	<p>In case of recruitment by promotion or deputation or absorption, grades from which promotion/deputation/absorption to be made:</p> <p>Promotion:</p> <p>Lower Division Clerks of Publications division (excluded) with 3 years' service in the grade.</p> <p>By transfer deputation from amongst Gr II clerks of the Central Sectt . Clerical service with 3 years service in the grade</p>	11	<p>In case of recruitment by promotion or deputation or absorption, grades from which promotion/deputation/absorption to be made:</p> <p>In case of Promotion:</p> <p>CG-II with 8 years service in the grade.</p> <p>Note :</p> <p>Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /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 juniors who have already completed such qualifying eligibility service.</p> <p>Note1:</p> <p>For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission rec</p>	To bring in line with GOI's instructions and Model recruitment rules.

ommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the pay commission

Deputation officers of the central government

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			<p>Appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications</p> <p>Note: For the purpose of appointment on deputation/absorption basis, the service rendered on a regular basis, by an officer prior to 1st January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay commission has been extended) shall be deemed to be service rendered in the service corresponding grade pay or pay scale extended based on the recommendations of the 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/pay scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>	
13	13	<p>If DPC exists, what is its composition:</p> <p>Not applicable</p>	<p>12</p> <p>If DPC exists, what is its composition:</p> <p>Group-C DPC (for considering Promotion)</p> <ul style="list-style-type: none"> i. Director/ Joint Director (Admn.), DPD-Chairperson ii. Deputy Director (Admin), DPD-member iii. Deputy Director (Admn), CBC - Member 	-

14.	14	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment rules: Not applicable	13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment rules: NA	NA
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5. Name, Address and Telephone Numbers of the Ministry's representatives/ with whom these proposals may be discussed, if necessary, for clarification/ early decision

1. Sh. Naveen Kumar Rajak, US(IP&MC)
Ministry of Information & Broadcasting, Shastri Bhawan,
New Delhi,
Phone No.-23385795

2. Sh. Prem Bahadur, Deputy Director (Admn.),
Publications Division,
Soचना Bhawan, CGO Complex, New Delhi
Phone No.-24366072

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(Prem Bahadur)
Dy. Director (Admn.)

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Signature of the Officer sending the proposals
Telephone No 24366072