

कार्यालय महानिदेशक लेखापरीक्षा,  
पूर्वोत्तर रेलवे, गोरखपुर - 273012  
Office of the Director General of Audit,  
North Eastern Railway,  
Gorakhpur- 273012



भारतीय लेखापरीक्षा एवं लेखा विभाग  
Indian Audit & Accounts  
Department

प्रशा/४-३/प्रतिनियुक्ति/2020/

दिनांक: १५.०६.२०२१

सेवा में,

All Heads of Offices in IA&AD  
(As per mailing list except Overseas Audit Offices and  
Commercial Audit Offices)

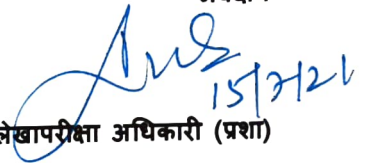
विषय: स्टेनोग्राफर ग्रेड-II संवर्ग में प्रतिनियुक्ति के सम्बन्ध में.

महोदय,

कृपया इस कार्यालय के पत्र संख्या Admin/4-3/Deputation/2020/

Dated: 09.06.2021 का सन्दर्भ लें. इस सम्बन्ध में इस पत्र के साथ उक्त पत्र को अनुस्मारक हेतु पुनः  
प्रेषित किया जा रहा है।

भवदीय

  
15/6/21  
व. लेखापरीक्षा अधिकारी (प्रशा)



संख्या / No. ....

भारतीय लेखापरीक्षा और लेखा विभाग  
कार्यालय महानिदेशक लेखापरीक्षा  
पूर्वोत्तर रेलवे, गोरखपुर-273012  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
OFFICE OF THE DIRECTOR GENERAL OF AUDIT  
North Eastern Railway, Gorakhpur-273012



No. Admin/4-3/Deputation/2020/  
दिनांक / Date .....

Dated: 09.06.2021

To,

All Heads of Offices in IA&AD  
(As per mailing list except Overseas Audit Offices and  
Commercial Audit Offices)

**Subject: Filling up vacancies in the cadre of Stenographer Grade- II on deputation.**

Sir/Madam,

Applications are invited from Stenographer Grade-II staff of IA&AD in their respective offices and willing to serve this office on deputation basis for filling of vacancies of Stenographer Grade-II in pay level 4 of Central Civil Services (Revised Pay) Rules 2016, in the office of the Director General of Audit, North Eastern Railway, Gorakhpur, on usual terms and conditions stipulated in Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay II) dated 17/06/2010 and as amended from time to time.

2. The eligibility criteria for transfer on deputation are as under: -

- i. The deputation shall initially be for a period of one year only, which may be subsequently extended, subject to requirement of this office.
- ii. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment shall ordinarily not exceed three years.
- iii. The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.
- iv. The deputation shall be subject to the Recruitment Rules in force.
- v. The names of Stenographer Grade-II recommended for deputation should not be due for promotion in next one year.
- vi. Deputationists will be eligible of deputation (Duty) Allowance as per existing rules.

3. It is requested to kindly forward the applications of interested officials who fulfill the above criteria, in the prescribed proforma (enclosed) with your recommendation alongwith attested copies of Annual Confidential Report/ APAR for the last five years, integrity certificate and vigilance clearance certificate latest by 31.07.2021. Recommendations received thereafter may also be considered, subject to availability of vacancies.

This issues with the approval of Director General of Audit.

Yours faithfully,

Encls. As above

  
9-06-21

Director

Date: 09.04.2020

No. Admin/4-3/Deputation/2020/

Copy forwarded to all offices of IA &AD as per list enclosed with request to bring this circular to the notice of the eligible officials of their office.

To,

All heads of Offices in IA&AD  
(As per mailing list except Overseas Audit Offices and  
Commercial Audit Offices)

**BIO-DATA/CURRICULUM VITAE PROFORMA**

ANNEXURE-I

1. Name and Address (in Block Letters)	
2. Date of Birth ( in Christian era)	
3. i) Date of entry into service	
ii) Date of Retirement under Central/State Government Rules	
4. Educational Qualifications	

5. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	• Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

• **Important** : Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below :

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

6. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
7. In case the present employment is held on deputation/contract basis, please state -			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent

			organisation
<p><b>7.1 Note</b> : In case of Officers already on deputation, the applications of such Officers should be forwarded by the parent cadre/ department along with Cadre Clearance, Vigilance Clearance &amp; Integrity Certificate.</p> <p><b>7.2 Note</b> : Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/organisation</p>			
8. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
9. <b>Additional details about present employment :</b> Please indicate the name of your employer			
10. Please state whether you are working in the same Department			
11. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
<b>12. Total emoluments per month now drawn</b>			
<b>Basic Pay in the PB</b>	<b>Grade Pay</b>	<b>Total Emoluments</b>	
13. Whether belongs to SC/ST			

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address :

Date : \_\_\_/\_\_\_/\_\_\_

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

**2. Also certified that :**

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.

ii) His/Her integrity is certified.

iii) His/Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or  
A list of major/minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

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**(Employer/ Cadre Controlling Authority with Seal)**