



भारतीय लेखा तथा लेखा परीक्षा विभाग
कार्यालय प्रधान महालेखाकार (लेखा परीक्षा), पंजाब
प्लाट न. 21, सेक्टर 17, चंडीगढ़ - 160017
Indian Audit & Accounts Department
Office of the Principal Accountant General (Audit) Punjab
Plot No. 21, Sector 17, Chandigarh-160017

No.: Admn-I/1-8/3/84-2013/Vol.II/171

18.10.2021

To

All Heads of the Department
(as per mailing list)

Subject: Inviting applications from eligible and willing officials to the Ex-cadre post of Welfare Assistant on deputation basis.

Sir/Madam,

With reference to the captioned subject, the applications are invited for one (01) ex-cadre post of Welfare Assistant in the Pay Level 8 (eight) as admissible under the CCS (Revised Pay) Rules 2016, to be filled on deputation basis in this office. The eligibility criteria for appointment to the said post on deputation basis is given in detail in the enclosed deputation circular.

Your good self is requested to forward the names of the eligible and willing officials of your office (by e-mail) within 30 days from the date of issue of this circular, i.e., by 17.11.2021

Sd/-
Deputy Accountant General (Admn.)

Encl: As above.

**OFFICE OF THE PR. ACCOUNTANT GENERAL (AUDIT) PUNJAB,
CHANDIGARH**

CIRCULAR

No.: Admn-I/A/2021-22/85

Dated:18.10.2021.

Applications are invited from amongst the Sr. Auditors/Sr. Accountant/Asst. Supervisors (Audit/Accounts) for appointment to the ex-cadre post of **Welfare Assistant** in this office on deputation basis in the Pay Level 8 (eight) as admissible under the CCS (Revised Pay) Rules 2016.

Eligibility (as on date of issue of this circular):

- (a) i) Officers holding analogous posts on regular basis in the parent cadre or Department; **or**
ii) Sr. Auditors/Sr. Accountant/Asst. Supervisors (Audit/Accounts) with three years' service in the grade; **or**
iii) Officials with combined regular service of 03 years in the grade of Senior Auditors and Assistant Supervisors (Audit); **and**
- (b) Possessing three years' experience in the field of Welfare or Community activities, House Keeping, Sports and Cultural activities, Personnel Administration including settlement of Personal claims,
are eligible for the said post.

Period of deputation:

The period of deputation in the initial stage **will be one year**. After selection, his further continuance in the post will depend upon satisfactory performance and actual interest displayed. However, the period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation or absorption shall be not exceeding 56 years, as on the closing date of receipt of applications.

Terms and conditions:

1. The Interested officers/officials who fulfil the eligibility criteria may send the applications along with their **Biodata (Annex-A)** through their parent Office **within 30 Days** from the date of issue of this circular.
2. The application must be supported with details of the **welfare activities** by the applicant so that their aptitude for the post may be judged.
3. Head Of Department of willing applicants, is requested to furnish the following along with the application form:
 - a) Attested copies of APAR's for last five years.
 - b) Vigilance/Disciplinary clearance certificate.
4. Applications/Willingness received after the last date will not be entertained.

This issues with the approval of Principal Accountant General.

Sd/-

Dy. Accountant General (Administration)

Annexure-A

Paste Latest
Photograph
And Self Attest
the same

Bio Data

1. **Name in full:-**
2. **Present post held:-**
3. **Date of continuance/appointment in present post:-**
4. **Date of Birth:-**
5. **Qualification:-**
 - (a) **Educational:-**
 - (b) **Professional:-**
6. **Office to which the applicant belongs:-**
7. **Whether SC/ST/Others:-**
8. **Date of entry in Government Service:-**
9. **Date of entry in IA&AD:-**
10. **Proficiency in computers:-**
11. **Present Pay and Pay Level:-**
12. **Description of experience in the field of welfare or community activities:-**
13. **Mobile Number and Official E-mail ID:-**
14. **Any other relevant details:-**

Signature of the Applicant

Signature of the HOD (with stamp)