



कार्यालय प्रधान महालेखाकार (लेखा व हकदारी)
हिमाचल प्रदेश, शिमला-171 003
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)
HIMACHAL PRADESH, SHIMLA-171003



No.Admn./G-1(xii)/Dept./Welfare/2022-23/1357-58

Date:- 11.07.2022

To

All Heads of Department in IA&AD.

Subject : - Filling up of vacancy in the cadre of welfare Assistant on deputation basis.

Sir/Madam,

Applications are invited for filling up the vacant posts of Welfare Assistant on deputation basis in Level 8 in Pay Matrix of CCS (Revised Pay) Rules 2016 on usual terms and conditions stipulated in DOPT OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 amended from time to time.

The eligibility criteria for deputation are as under:-

1. Holding analogous posts on regular basis in the parent cadre or Department: or
 - (i) Sr. Auditors/Sr. Accountant/Asstt. Supervisor (Audit/Accounts) with three years service in the grade: or
 - (ii) Officials with combined regular service of 03 years in the grade of Senior Auditors/Accountants and Asstt. Supervisor (Audit/Accounts); and
2. 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 etc.
3. 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.
4. The selected candidate will be eligible to draw deputation (Duty) Allowance or the scale of the post in terms of Department of Personnel & Training O.M.No. 6/8/2009-Estt (Pay-II) dated 17.06.2010.
5. The period of deputation will be initially for a period of one year. After selection further extension/continuity will depend upon satisfactory performance and actual interest displayed. The services of the Welfare Assistant are further extendable up to a maximum of five years. No further extension beyond the fifth year will be allowed under any circumstances.


The eligible and willing officials may apply in enclosed proforma through proper channel on or before 27th July, 2022.

Encls:- Biodata form

Yours faithfully,
-Sd/-

Dy. Accountant General (Admn.)

Copy of above is forwarded to EDP Cell for uploading on the official website.


Sr. Accounts Officer (Admn.)

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) Professionla:-
6. Whether SC/ST/Others:-
7. Date of entry in Government Service:-
8. Date of entry in IA&AD:-
9. Proficiency in computers:-
10. Present Pay and Pay Level:-
11. Description of experience in the field of welfare or community activities:-

12. Mobile Number and Official E-mail ID:-
13. Any other relevant details:-

Signature of the Applicant

Sr. Accounts Officer (concerned branch)