

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

No. Admn-I/Au/Dep./Steno.Gr-I/2022-23/159

Dated:- 07.10.2022

परिपत्र / CIRCULAR

Sub : Filling up of vacancies in the cadre of Stenographer Grade I on deputation basis.

Applications are invited from Stenographer Gr.I through proper channel for filling up vacancies in the cadre of Stenographer Gr-I in this office on deputation basis in Level 6 in Pay Matrix of CCS (Revised Pay) Rules 2016, from officials holding analogous posts in their parent office, on the following terms and conditons :-

1. Stenographer Gr.I are eligible.
2. The deputation will be initially for a period of one year extendable on annual basis subject to administrative convenience.
3. The official can be repatriated to his/her parent office any time as per administrative convenience.
4. The age of the willing officials should not exceed 56 years as on the date of issue of this circular.
5. Deputed officials will be entitled for deputation allowance as applicable in accordance with the relevant instructions of DOPT as amended from time to time.
6. Selection of candidates for deputation will be decided by the Competent Authority of this office. The officials will be liable to be posted anywhere under the cadre controlling authority of the office.
7. The deputation will be subject to the recruitment rules in force.

Applications of the willing candidates alongwith bio data in the prescribed proforma (enclosed), through the Head of Office which should reach this office on or before 20.10.2022. While forwarding the applications, the following documents/ certificates should be furnished.

- a) Certificates to the effect that :
 - (i) Particulars given by the applicant in the bio-data are correct.
 - (ii) No vigilance/disciplinary case is pending against the applicant.
 - (iii) In case of selection, the applicant will be relieved for taking up his/her assignment.
- b) Attested copies of APAR's of the applicant for the last 05 years.

This is seen by Sr. DAG (Admn)

Encl : As above


Sr. Audit Officer (Admn.)

No. Admn-I/Au /Dep/Steno/Gr 'A'/2022-23/1370

Dated 07.10.2022

Copy to : All IA&AD Offices

PROFORMA

**Application for the post Stenographer Grade-I on deputation
basis**

1. Name (in capital letters) :
2. Name of the Parent Office :
3. Designation :
4. Present Pay/Pay Band :
5. Date of birth :
6. Date of appointment in IA&AD :
7. Date of promotion to the present Grade :
8. Educational Qualification :
9. Brief Particulars of duties being performed :
10. Experience :
11. Permanent residential address :
12. E-mail id & Mobile Number :
13. Other information, if any :

Place :

Date:

Signature of Applicant

CERTIFICATE

**This is to certify that the information furnished by..... is
correct as verified from the records of this office.**

Signature of Head of the Office with seal