



कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी), तमिलनाडु
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS), TAMIL NADU
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PAG (A&E) / प्र Estt. I / भर्ती Rectt / 2022-23 / 131

Dated: 24.11.2022

NOTICE

It is proposed to fill up the following post in the Departmental Canteen, O/o the Principal Accountant General (A&E), Tamil Nadu, Chennai on deputation basis:

Sl. No	Name of the Post	Level of Pay	Eligibility
1	General Manager	Level – 6 of Pay Matrix	<ul style="list-style-type: none">➤ Officials holding analogous posts on regular basis in the parent cadre or department (or)➤ Possessing the following educational qualifications and experience:<ul style="list-style-type: none">(i) Bachelor's degree in commerce or Business Studies or Economics or Public administration from a recognized University or Institute.(ii) Three years experience in administration and management of the Departmental Canteen.

The applicants, once selected will receive their level of pay plus admissible deputation (Duty) allowance in accordance with the prevalent rules. The initial period of deputation will be for one year and may be extended thereafter subject to suitability and administrative convenience. The total period of deputation will, however, ordinarily not exceed three years.

The maximum age limit for application shall not exceed 56 years as on 23.12.2022. Interested officials may submit their applications through proper channel on or before 23.12.2022.

व लेखा अधिकारी / (प्रशासन) Sr. Accounts Officer (Admn)

Enl: Application Form

Copy to :

1. Notice Board
2. SAO/ITSC – for uploading the Notification on the official website.
3. All the Head of Departments in IA&AD as per mailing list.

BIO-DATA/ CURRICULAM VITAE PROFORMA

Self-attested
Passport size
photograph

1. Name of the post applied for _____
2. Name of applicant with designation and complete office address(in block letters), e-mail and telephone No. _____
3. Residential Address with phone number _____
4. Permanent Address _____
5. Date of Birth (in Christian era) _____
6. Whether belongs to SC/ST/OBC _____
7. Date of entry into service _____
8. Date of retirement under Central/State Government rules _____
8. Educational qualifications _____
9. Post held on regular (i.e. substantive) basis and the date from which held with grade pay / Pay Level in Pay Matrix _____
10. Present Pay _____

11. Details of Employment of last 10 years in Chronological order. Enclose a separate sheet, duly authenticated under your signature .

Name of office/organisation where employed	Post Held	From	To	Basic Pay	Grade Pay/Level in pay matrix	Major Duties
1.	2.	3.	4.	5.	6.	7.

12. Nature of present employment i.e.
Ad-hoc or temporary or permanent _____

13. In case the present employment is held on
Deputation/contract basis, please state _____

a) Date of initial appointment _____

b) Period of appointment on Deputation/contract _____

c) Name of parent office/Organization to which you belong _____

14. Training/ courses attended _____

15. Additional details about your present
employment please state whether working under

- i. Central Government
- ii. State Government
- iii. Autonomous Organization
- iv. Central Public Sector Undertaking
- v. State Public Sector Undertaking

16. Additional information, if any, which applicant may like to mention in support of his/her suitability for the post vis-a-viz the "duties" mentioned in Annexure-II.

Enclosed a separate sheet, if required

I have carefully gone through the vacancy circular/ advertisement and i am well aware that the information furnished in the bio-data duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me. 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)

Date:

Mobile No: _____

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE/ OFFICER
NOT BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE
FORWARDING THE APPLICATION

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature _____

Name _____

Designation _____

Tele. _____

Date: _____

Place: _____

Official seal

Note: All Terms and Conditions of deputation will be followed as per DoP&T's OM No.6/8/2009-Estt.(Pay.II) dated 17.06.2010 and its amendment issued from time to time.