



Office of the Director General of Audit  
East Coast Railway  
3<sup>rd</sup> Floor, North Block, Rail Sadan,  
Samanta Vihar, Chandrasekharapur  
Bhubaneswar-751017

**CIRCULAR**

**Sub: Calling for volunteers for the post of Welfare Assistant.**  
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Applications are invited from the eligible Senior Auditors fulfilling the eligibility criteria as given below to fill up **01 (one)** post of **Welfare Assistant** on deputation basis in Level 8 in the Pay Matrix in the Cadre Control of the O/o the Director General of Audit, East Coast Railway, Bhubaneswar. The selected incumbent will be based at HQ office, Bhubaneswar. Persons having requisite eligibility may submit their willingness in the prescribed proforma through proper channel, so as to reach Admn. section latest by **15<sup>th</sup> March 2023.**

**ELIGIBILITY CRITERIA:**

- (a) (i) Holding analogous post on regular basis in the parent cadre or Department  
Or  
(ii) With 03 (three) years service in the grade rendered after appointment thereto on a regular basis in Level 6 in the Pay Matrix.
- (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, etc.
- (c) Maximum age limit shall not exceed 56 years of age as on closing date of application.

**OTHER CONDITIONS:**

- (a) Deputation to the post, initially, will be for one year, which may be extended up to maximum period of three years subject to continued suitability.
- (b) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization shall ordinarily not to exceed 03 (three) years.
- (c) The official on his/her appointment as Welfare Assistant will be eligible to draw pay plus deputation (duty) allowance as per orders issued by Ministry of Finance from time to time or the scale of the post (Level 8).

- (d) Following conditions will be treated as disqualification for a candidate:
- (i) Who has entered into or contracted a marriage with a person having a spouse living.

or

- (ii) Who, having a spouse living, has entered into or contracted a marriage with a person.

*Provided that The Central government may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.*

**Duties:** The duties of the Welfare Assistant will be to assist the Group Officer (Admn) and Sr. Audit Officer (Admn & RC) in discharging the staff welfare, House Keeping, Recreational, Cultural and community activities etc. as already laid down in the Headquarter's letter No. 3030-N2/62-83 dated 03.09.83 as amended from time to time.

  
Sr. Audit Officer/Admn.

No. Admn/34-2D/2007/808

Date: 20.02.2023

Copy forwarded for information and necessary action to:-

1. All BO's at Headquarters and Division - With a request for wide publicity.
2. Secy. to Director General of Audit, East Coast Railway, Bhubaneswar.
3. Steno to Director of Audit, East Coast Railway, Bhubaneswar.
4. Notice Board.
5. All IAAD offices

  
Sr. Audit Officer/Admn.