

INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
OFFICE OF THE DIRECTOR GENERAL OF AUDIT  
NORTHERN RAILWAY, BARODA HOUSE, NEW DELHI

No. Admn/18-7/11/2014

Dated: 17.02.2023

17 FEB 2023

All Heads offices in IA&AD  
(Except overseas offices)

All Branch Officers  
Secretariats of this office

Sub: Appointment to the post of Welfare Assistant on deputation basis.

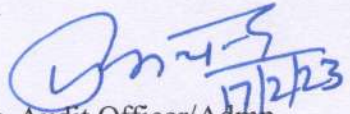
For assisting the Welfare Officer at Baroda House, New Delhi in staff welfare, recreational, cultural and community activities, a suitable person is to be appointed to the ex-cadre post of Welfare Assistant on deputation basis in this office at Level-8, pay range Rs.47600-151100 from amongst the following:

- (a) (i) Officers of the Central Government holding analogous posts on regular basis or equivalent in the parent cadre or  
(ii) Officers of the Central Government with 3 years in the grade of Senior Auditor and Assistant Supervisor.
- (b) Possessing three years' experience in the field of welfare or community activities, housekeeping, sports and cultural activities, personnel administration including settlement of personal claims etc.

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this 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 shall be not exceeding 56 years as on the closing date of receipt of applications.

The eligible and willing persons of your office/branch/unit may be asked to submit their applications in the attached proforma for consideration of their names for appointment as Welfare Assistant at Headquarters office, Baroda House, New Delhi by 06.03.2023 positively. They may also be asked to indicate/submit the details of welfare work/activities done by them and their experience duly authenticated by documents in this regard, so that their aptitude for the post may be judged. Willingness received after 06.03.2023 will not be entertained.

This has the approval of the Director General of Audit.

  
Sr. Audit Officer/Admn.

## PFOFORMA

Application for the Post of Welfare Assistant on Deputation basis.

1. Name of Official :
2. Designation :
3. Present Level of Pay and Basic Pay :
4. Date of Birth :
5. Date of Appointment in Service :
6. Date of Appointment/  
Promotion to the present grade :
7. Educational Qualification :
8. Brief Particulars of Duties :
  
9. Experience :
  
10. Any other resume :

(Signature of the Candidate)

Date: