

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) उत्तर प्रदेश, प्रयागराज

सं० प्र० म० ले०(लेखापरीक्षा-प्रथम)/प्रशासन/फा० सं० 752/2023-24/58

दिनांक: 11.04.2023

Sub: Filling up of vacant posts on deputation basis- regarding.

Applications are invited through proper channel for filling up the following vacant posts in this office subject to the following conditions:

Sl. No.	Name of the post	Number of posts	Level of Pay	Eligibility
1	Welfare Assistant	02 (01 at Prayagraj and 01 at Lucknow)	Level-8	Officers of the Central Government- (a) (i) holding analogous posts on regular basis in the parent cadre or department, or (ii) with combined regular service of 3 years in the grade of Senior Accountants/Senior Auditors and Assistant Supervisor (Accounts)/Assistant Supervisor (Audit), and (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.
2	Data Entry Operator Grade 'D'	01	Level-6	Officials of the Central Government- (a) (i) holding analogous posts on regular basis in the parent cadre or department, or (ii) with six years' service in the grade rendered after appointment thereto on regular basis in Level-5 of the Pay Matrix or equivalent in the parent cadre or department. (b) possessing the following educational qualifications and experience: (i) Bachelors's Degree in Computer Applications or Information Technology or Computer Science from a recognized University or Institute. (ii) A speed test of not less than 15000 key depressions per hour for data entry work to

				be ascertained through speed test on computer.
3	Data Entry Operator Grade 'E'	01	Level-7	<p>Officials of the Central Government-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department, or (ii) with five years' service in the grade rendered after appointment thereto on regular basis in Level-6 of the Pay Matrix or equivalent in the parent cadre or department.</p> <p>(b) possessing the following educational qualifications and experience:</p> <p>(i) Master's Degree in Computer Applications or Information Technology or Computer Science from a recognized University or Institute, or (ii) B.E./B.Tech. (Computer Engineering/Computer Science/Computer Technology/ Computer Science and Engineering/ Information Technology) from a recognized university/ institute.</p>
4	Data Entry Operator Grade 'F'	01	Level-8	<p>Officials of the Central Government-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department, or (ii) with two years' service in the grade rendered after appointment thereto on regular basis in Level-7 of the Pay Matrix or equivalent in the parent cadre or department.</p> <p>(b) possessing the following educational qualifications and experience:</p> <p>(i) Master's Degree in Computer Applications/ Information Technology/ Computer Science of a recognized University/ Institute; or</p>

				<p>(ii) B.E./ B.Tech in Computer Engineering/Computer Science/ Computer Technology/Computer Science and Engineering/Information Technology from a recognized University/Institute.</p> <p>(II) two years' experience of Programming/Information System in a Government office/Public Sector Undertaking/autonomous body/statutory body or in any recognized institution.</p>
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2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.

3. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

4. The deputation is only temporary and does not give any right for confirmation or indefinite retention of the person in the office to which he or she is being deputed. The deputation shall be initially for a period of one year which may be extended on yearly basis subject to continued suitability and administrative convenience.

5. The deputationist will be entitled for Deputation Allowance as applicable in accordance with prevalent rules.

Willing and eligible officials may submit their application giving full service particulars and bio-data in the enclosed proforma through the Head of Office which should reach this office within 30 days of issue of the circular.

Encl: Annexure



Sr. Dy. Accountant General/Admn.

To

All Heads of Department
In IA & AD Offices
As per mailing list (except Overseas Offices)

ANNEXURE

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.