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आज़ादी का
अमृत महोत्सव

संख्या Admn-II (Au)/Depta, 2023-24/27
No.

Indian Audit & Accounts Department
Office of the Accountant General (Audit) Bihar
Birchand Patel Marg, Patna - 800 001

दिनांक/Date : 19/04/2023

भारतीय लेखापरीक्षा एवं लेखा विभाग
कार्यालय महालेखाकार (लेखापरीक्षा) बिहार
वीरचन्द्र पटेल मार्ग, पटना-800 001

To,

All Heads of Offices in Indian Audit & Accounts Department
(As per mailing list)

Subject: Filling up of one vacant post of Welfare Assistant in O/o the Accountant General (Audit), Bihar, Patna on deputation basis -regarding

Sir/Madam,

Applications are invited for one (01) ex-cadre post of **Welfare Assistant** in the pay **Level 8** of Central Civil (Revised Pay) rules, 2016 in the office of **the Accountant General (Audit), Bihar, Patna** on deputation basis.

2. You are requested to kindly sponsor the names of eligible and willing officials of your office, who are clear from vigilance angle and can be relieved of their duties immediately upon their selection for deputation in this office. Eligibility criteria for the said post is as under-

(a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) combined regular service of three 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, housekeeping, sports and cultural activities, personnel administration including settlement of personal claims.

3. The deputation terms of selected officials will be regulated in accordance with the extant rules. Selected official may opt for deputation (duty) allowance or pay fixation. Deputation (duty) allowance will be payable as under:

(i) The Deputation (duty) allowance will be payable at the rate of 5% of the basic pay subject to maximum of Rs.4,500/-per month in case of deputation within the same station;

(ii) In other cases, the Deputation (duty) allowance will be payable at the rate of 10% of the basic pay subject to maximum of Rs.9,000/-per month.

5. Maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.

4. The term of deputation will be initially for a period of one year and may be extended upto maximum 05 years; thereafter, subject to his/her continued suitability and administrative convenience.

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5. The applications of the Officers/Officials working in the office on deputation basis on normal terms & conditions shall be forwarded through their respective Parent Office(s).

6. The service particulars, bio-data (in duplicate), attested copies of Annual Performance Appraisal Report for the last five years of willing and eligible officials along with Disciplinary/Vigilance clearance certificate may kindly be sent to the undersigned latest by **31.05.2023**.

This issues with the approval of the Accountant General.

Yours faithfully,

Encl: Bio-data (Annexure)


Sr. Audit Officer (Admn.)

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Bio-Data

(For the post of Welfare Assistant)

1. Name of applicant:
2. Date of Birth:
3. Educational qualification:
4. Date & designation of appointment in the office:
5. Current designation:
6. Date of appointment to the current post:
7. Pay Level:
8. Length of combined regular service in the grade of Senior Accountants/ Senior Auditors and Assistant Supervisor (Accounts) /Assistant Supervisor (Audit):
9. Gradation List:
10. Place & experience of current posting:
11. Length of experience (in years) in the field of welfare or community activities, housekeeping, sports and cultural activities, personal administrations including settlement of personal claims:
12. Experience/ desirable qualification or reasons on ground of which applicant considers himself fit for the applied post:

Place:

Signature of the applicant

Date: