

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-I,  
MAHARASHTRA, MUMBAI

No. Admn-I/Apptt. Of WO/Mumbai/879

Date: 21-11-2023

CIRCULAR

Sub: Appointment to the post of Welfare Officer in the Office of the  
Accountant General (A&E)-I, Maharashtra, Mumbai

The post of Welfare Officer is vacant in the Office of the Accountant General (A&E)-I, Maharashtra, Mumbai. This office being the Cadre Controlling Authority carries out the process of filling up the ex-cadre post of Welfare Officer.

The following is the eligibility criteria under Recruitment Rules notified by the Government of India, Ministry of Finance for appointment to the post of Welfare Officer:

The Officers of IA&AD as on 20-01-2024

- (a) (i) with 5 years regular service in the grade of Sr. AO; or  
(iv) with 7 years combined regular service in the grade of Sr. AO/AO; or  
(v) with 7 years regular service in the grade of AO and  
(b) Belonging to the cadre of respective Cadre Controlling Authority are eligible for the post.  
(The period of deputation would not ordinarily exceed 4 years.)

The eligible and willing officers who desire to apply for appointment to the post of Welfare Officer in the Office of the Accountant General (A&E)-I, Maharashtra, Mumbai should submit their application and bio data in the prescribed proforma enclosed in triplicate latest by 20-01-2024.

Sd/-

Sr. Deputy Accountant General/Admn

Encl: proforma of application

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Copy forwarded for information and necessary action to:

1. The Sr. Deputy Accountant General/Admn, Office of the Principal Accountant General (A&E)- II, Maharashtra, Nagpur – 440 001.
2. Secretary to the Accountant General
3. Stenographer-I to all Group Officers
4. All Branch Officers
5. Sr. AO/ Record- I for displaying on Notice Board
6. Sr. AO/ EDP (SG) for uploading on office website
7. Spare copy

*Uthainabadi*  
21/11/23

Sr. Accounts Officer/Admn-I

(Employer with seal)

## CURRICULUM VITAE PROFORMA

1	Name and Address					
2	Date of Birth					
3	Date of retirement under Central/State Government Rules					
4	Educational Qualification					
5	Whether Educational and other Qualifications required for the Post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).					
	Essential		Qualifications Experience required		Qualifications/Experience possessed by the officer	
	Desired					
6	Please state clearly whether in the light of the entries made by you, you meet the requirement of the post					
7	Details of employment in chronological order. Enclose a separate sheet duly authenticated your signature, if the space below is insufficient.					
	Office/Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
8	Nature of present employment i.e. Ad-hoc or Temporary or Quasi Permanent or Permanent					
9	In case the present employment is held on deputation / contract basis, please state a) The date of initial appointment b) Period of appointment on Deputation / contract c) Name of the parent office / Organization to which you belong					
10	Additional details about present Employment. Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government  b) State Government  c) Autonomous Organization					

3888  
EDP(SG)

	d) Government undertaking e) Universities  f) Others	
11	Please state whether you are working in the same Department and in the feeder grade or feeder to feeder grade.	
12	Are you in Revised Scale of Pay? If Yes, give the date from which the revision took place and also indicate the pre-revised scale.	
13	Total emoluments per month now drawn	
14	Additional information, if any which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to i) Additional academic qualification ii) Professional training and iii) Work experience over and above prescribed in the vacancy circular / Advertisement  (Note: Enclose a separate sheet if the space is insufficient)	
15	Please state whether you are applying for deputation (ISTC / Absorption, Re-employment Basis (Officers under Central / State Governments are only eligible for absorption. Candidates of non-Government Organizations are eligible only for Short Term Contract).	
16	Whether belongs to SC/ST	
17	Remarks ( The candidate may indicate Information with regard to (i) research publications and reports and special projects (ii) Awards / Scholarships / Official Appreciation (iii) affiliation with the professional Bodies / institutions / societies and (iv) Any other information (Note: Enclose a separate sheet if the space is insufficient)	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate  
Date:

Countersigned

Employer with Seal