

No. Admn-I/Deputation/176

Date: 29-05-2024

**CIRCULAR**

Subject: Filling up the posts of Assistant Accounts Officer, Accountant and Accounts clerk on deputation basis.

Sir/Madam,

Applications are invited to the post of Assistant Accounts Officer, Accountant and Accounts clerk on deputation basis on usual terms and conditions stipulated in DoPT OM No. 6/8/2009-Estt.(Pay.II) dated 17-06-2010 as amended from time to time.

2. Eligibility criteria for deputation is as under:

Sl. No.	Name of the Post	No. of post	Eligibility
1.	Assistant Accounts Officer	25	Holding analogous post of Assistant Accounts/Audit Officer in Pay Level-8
2.	Accountant	20	Holding analogous post of Accountant in Pay Level-5
3.	Accounts clerk	25	Holding analogous post of Accounts clerk in Pay Level-2

Terms of deputation and selection process:

1. Deputation will be initially for a period of one year and thereafter extendable on annual basis subject to administrative convenience.
2. The Officers/Officials can be repatriated at any time as per administrative convenience or if his/her performance is found unsatisfactory.
3. Maximum age limit for appointment by deputation should not exceed 56 years as on the closing date of application for the post.
4. The selected Officer(s)/ Official(s) will be entitled to Deputation Allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.

Applications of willing Officer/Official along with their Bio-data, vigilance clearance certificate and attested copies of APARs for the last five years may be forwarded to this Office through proper channel, on or before **28-06-2024**.

This issues with approval of the Accountant General.


Encl: Proforma for Bio-data

Sd/-

Sr. Dy. Accountant General/Admn

To,

All the offices of Indian Audit and Accounts Department

  
Sr. Accounts Officer/Admn-I

Bio-Data

1.	Name of the Applicant (in capital letters)	
2.	Designation	
3.	Post applied for	
4.	Name of the parent office	
5.	Present post held, Pay Level and Present Basic Pay	
6.	Date of Birth	
7.	Initial date of appointment in Govt. service	
8.	Residential Address	
9.	Mobile No. and official email ID	
10.	Qualification: (i) Educational  (ii) Professional	
11.	Work experience (Brief description may be given)	
12.	Proficiency in Computers (Details may be given)	
13.	Any other relevant details	

Date:

Place:

(Signature of the Applicant)