

Office of the Director General of Audit (Steel), Ranchi.

कार्यालय महानिदेशक लेखापरीक्षा (इस्पात), राँची

AE/ Welfare/ 2022/ 1067 | 417-431

Date: 19.6.2024

कार्यालय आदेश - 14

Applications are invited from eligible employees, who possess the following qualifications, for the selection of eligible candidate for one post of Welfare Assistant (Level-8 of Pay Matric) on deputation basis in this office:

- Those who are holding analogous post on regular basis in the parent cadre or department.
- Those who have completed 3 years continuous service in the post of Senior Auditor or 3 years continuous service combined in the post of Assistant Supervisor/Senior Auditor as on 01.07.2024.
- Those who have three years of work experience in the field of welfare or community activities, home management, sports, cultural activities, personnel processing including disposal of individual claims etc.

Limit of the applicant for appointment on deputation or contract should not be more than 56 years as on 26.07.2024.

The deputation will initially be for a period of one year which may be extended for maximum of 3 years depending upon administrative consideration.

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/department of the Central Government, shall ordinarily not exceed four years. Deputation (duty) allowance shall be payable in accordance with the guidelines issued from time to time by the Department of Personnel and Training, Government of India and Headquarters in respect of deputation may send their application along with the prescribed form (attached) to the undersigned by 15.07.2024.

मपका

निदेशक (मु० एवं प्र०)

AE/ Welfare/ 2022/ 1067

Date: 19.6.2024

Copy sent for information and necessary action to:

- All Heads of Departmental (IA&AD) as per mailing list
- All Sr Resident Audit Officer
- All Sr. Audit Officer(Hqrs)

मपका
19/6/24

वरिय लेखापरीक्षा अधिकारी (प्रशासन)

कार्यालय महानिदेशक लेखापरीक्षा (इस्पात), राँची

AE/ Welfare/ 2022/ 1067 | 417 - 431

Date: 19.6.2024

कार्यालय आदेश

इस कार्यालय में प्रतिनियुक्ति के आधार पर कल्याण सहायक (वेतन मैट्रिक के लेवल -8) के एक पद पर योग्य उम्मीदवार के चयन हेतु इच्छुक योग्य कर्मचारियों से, जो निम्नलिखित अहर्ता रखते हों, आवेदन आमंत्रित किये जाते हैं:

(क) जो मूल कैडर या विभाग में नियमित आधार पर सदृश पद धारण किये हुए हैं।

(ख) जिन्होंने वरिष्ठ लेखापरीक्षक के पद पर 3 वर्षों की सतत सेवा अथवा सहायक पर्यवेक्षक / वरिष्ठ लेखापरीक्षक के पद पर संयुक्त रूप से 3 वर्षों की सतत सेवा दिनांक 01.07.2024 को पूर्ण कर ली हो।

(ग) जिनके पास कल्याण या सामुदायिक क्रिया - कलापों, गृह प्रबंध, खेल-कूद, सांस्कृतिक क्रिया कलापों, कार्मिक प्रशासन जिसके अंतर्गत व्यक्तिगत दावों आदि का निपटान भी है, के क्षेत्र में तीन वर्षों का कार्य अनुभव हो।

प्रतिनियुक्ति या संविदा पर नियुक्ति के लिए आवेदक की अधिकतम आयु सीमा दिनांक 26.07.2024 को 56 वर्ष से अधिक नहीं होनी चाहिए।

प्रतिनियुक्ति प्रारंभ में एक वर्ष की अवधि के लिए होगी जिसे प्रशासनिक दृष्टिकोण के आधार पर अधिकतम अगले 3 वर्षों के लिए बढ़ाया जा सकता है।

प्रतिनियुक्ति की अवधि, जिसके अंतर्गत केंद्रीय सरकार के पद उसी या अन्य संगठन /विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य कैडर बहुर्य पद पर प्रतिनियुक्ति की अवधि, साधारणतया चार वर्षों से अधिक नहीं होगी। प्रतिनियुक्ति के संदर्भ में कार्मिक एवं प्रशिक्षण विभाग, भारत सरकार एवं मुख्यालय के द्वारा समय-समय पर जारी दिशा निर्देशों के अनुरूप प्रतिनियुक्ति (कर्तव्य) भत्ता देय होगा।

कल्याण सहायक के पद पर कार्य करने के लिए इच्छुक सहायक पर्यवेक्षक / वरिष्ठ लेखापरीक्षक दिनांक 15.07.2024 तक विहित प्रपत्र (संलग्न) के साथ अपना आवेदन अधोहस्ताक्षरी को प्रेषित कर सकते हैं।




निदेशक (मु0 एवं प्र0)

AE/ Welfare/ 2022/ 1067

Date: 19.6.2024

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाई हेतु प्रेषित :

1. All Heads of Department (IA&AD) as per mailing list
2. All Sr. Resident Audit Officers
3. All Sr. Audit Officers, Hqrs.



वरीय लेखापरीक्षा अधिकारी (प्र०)

ANNEXURE

1) Staff Welfare

- a) Giving personal hearing to individual member of staff regarding their difficulties of grievances
- b) Assistance to staff suddenly taken ill / or those chronically ill . Helping in securing admission in places of treatment .
- c) Helping , in case of need , in securing admission of children in schools , colleges and other education institutions .
- d) Assisting in case of need , families of persons on protracted
- e) Supply of liveries to Class IV .

II) House Keeping

- a) Cleanliness of office buildings , premises and bath rooms including adequacy of water supply
- b) Cleanliness of office canteen and kitchen .
- c) Cleanliness of staff colony , if any , and security arrangements.
- d) Neatness of work place , including proper maintenance of furniture , removal of unwanted records , elimination of congestion in sections , adequacy of lighting and ventilation .
- e) Adequacy of drinking water facilities .
- f) Timely provision of hot & cold weather arrangements .
- g) Parking lots for cycle and scooters and ensuring their safety and protection against sun and rain

III) Recreational , Cultural and Community Activities

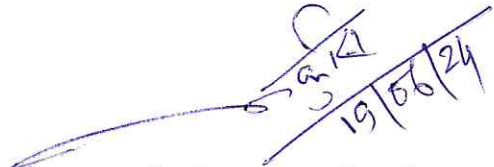
- a) Encouragement to players for participation in games etc. Arrangements for matches and tournaments .
- b) Encouragement to persons possessing talent in music, drama , art , literary rates other cultural activities and participating in the arrangements for various entertainments , dramatic performances , art exhibition , kavi sammelans , Mushairas , Debates and publication of office magazine etc.
- c) Arrangements for get together and picnics
- d) Liasion with Recreation Club, Credit Society, House Building Society etc.

सं ईई/ कल्याण/2022/ 1067

दिनांक: 19.6.2024

प्रति अग्रेषित:

1. All offices of IA & AD (according to Dak list)
2. All Resident Audit Officer
3. All Sr. Audit Officer at Hqrs
4. Secretary to DGA(Steel), Ranchi
5. Dy .Director , CCL , Ranchi
6. Notice Board
7. Office Order Book


19/06/24

वरीय लेखापरीक्षा अधिकारी (प्र०)

Bio-data

1. Name of the applicant:
2. Fathers name:
3. Date of birth:
4. Designation:
5. Permanent Address;
6. Educational qualification:
7. Present pay level and Pay:
8. Date of appointment in Govt. service cadre:
9. Date of promotion on the present cadre:
10. Departmental exam passed:
11. Work experience, if any:
12. Mobile no. and e-mail ID:

Date:

Signature:

Name: