



प्रधान महालेखाकार (लेखा एवं हक.) आंध्र प्रदेश का कार्यालय
27-37-158, 6 व 7 वां तल, स्टालिन सेंट्रल मॉल परिसर, गवर्नरपेट, विजयवाड़ा - 520002

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), ANDHRA PRADESH
27-37-158, 6 & 7th FLOOR, STALIN CENTRAL MALL, GOVERNORPET, VIJAYAWADA-520 002



Lr.No.PAG(A&E)/AP/Admn-I/U-III/Deptnfromtheroffices/I/707343/2024

दिनांक:13-08-2024

अधिसूचना /NOTIFICATION No: 3

To,
All the Heads of Department of IA&AD &
Central Government Departments.

Sub: Deputation Notification to fill up the vacancies under various posts in O/o the Principal Accountant General (A&E) Andhra Pradesh, Vijayawada from all the Central Government Departments. -reg.

Office of the Principal Accountant General (A&E) Andhra Pradesh, Vijayawada is inviting applications from eligible officials for filling up the following vacant posts on deputation basis from amongst the officials working in Central Government Departments.

S.No	Name of the Post	Pay Level as per 7 th CPC
1.	Sr. Accounts Officer	Level 10
2.	Asst. Supervisor	Level 7
3.	Sr. Accountant	Level 6
4.	Accountant	Level 5
5.	Private Secretary	Level 7
6.	Stenographer Grade-I	Level 6
7.	Stenographer Grade-II	Level 4

1. The place of posting will be at Vijayawada. The eligibility conditions to apply for the above posts are enclosed (Annexure-I).
2. The initial term of deputation will be for a period of Three Years or such date on which the vacancy is filled up by any means, whichever is earlier for all the posts **except** in the Cadre of Sr. Accounts Officer.
3. The initial deputation in the cadre of Sr. Accounts Officer is One year or such date on which the vacancy is filled up by any means, whichever is earlier.
4. Further extension of the tenure may be considered subject to suitability and administrative convenience.
5. The selected officials will be entitled to Deputation (Duty) Allowance as per the existing rules.
6. The maximum age limit for appointments by deputation shall not exceed 56 years as on the closing date of receipt of application (i.e.,15.10.2024).
7. It is kindly requested to forward the applications of interested officials who fulfill the above criteria, in the prescribed proforma (enclosed) with your recommendation along with the below documents by 15.10.2024.

- i. Biodata & Vigilance, Cadre Clearance/ Integrity Certificate in the prescribed proforma (enclosed).
- ii. APARS/CR dossier for the last 05 years/ from the initial appointment (Attestation not below the rank of Under Secretary on the last page of each year is enough).

This issues with the approval of Principal Accountant General (A&E).

**Signed by Banoth Rakesh
Naik
Date: 14-08-2024 10:59:38**

**उप महालेखाकार (प्रशासन)
Deputy Accountant General (Admn)**

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OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
ANDHRA PRADESH, VIJAYAWADA

ANNEXURE-I

Sl.No	Name of the Post & Eligibility Conditions
1.	<p><u>Sr. Accounts Officer (Level-10):</u> Officers working in the Central Government Departments: (A) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years of regular service in level - 9 (Rs. 53100-167800) of pay matrix in the grade or equivalent; or (iii) with seven years of regular service in level-8 (Rs. 47600-151100) of pay matrix in the grade or equivalent. and. (B) possessing the following qualification and experience: (i) A pass in Subordinate Accounts Service examination or equivalent examination conducted by the organised Accounts Department of the Central Government; or (ii) successful completion of training in cash and accounts work in the institute of Secretariat Training and Management or equivalent training course and a minimum of five years' experience in finance or budgeting of Accounts Division of any department or organization.</p>
2.	<p><u>Asst. Supervisor (Level 7):</u> Officers working in the Central Government Departments: (a) (i) holding analogous post on a 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 posts in level 6 (35400-112400) of the pay matrix or equivalent; and (b) possessing the following educational qualification and experience: (i) bachelor's degree from a recognized University or Institute. (ii) two years' experience in Accounts or Audit in a govt organisation.</p>
3.	<p><u>Sr. Accountant (Level 6):</u> Officers working in the Central Government Departments: (a)(i) holding analogous post on a regular basis in the parent cadre or department, or (ii) with six years' service rendered in the grade after appointment thereto on regular basis in posts in level 5 (29200-92300) of the pay matrix or equivalent in the parent cadre or department; and (b) possessing two years' experience in the field of Accounting or Auditing in a Government Organisation.</p>
4.	<p><u>Accountant (Level 5):</u> Officers working in the Central Government Departments: (i) holding analogous post on a regular basis in the parent cadre or department, or (ii) Clerks with five years regular service or clerks who had passed the Departmental Examination for Accountants or Auditors from other offices in</p>

	the department; or (iii) Offices holding analogous posts in other Accounting Organizations of the Central Government.
5.	<u>Private Secretary (Level 7):</u> Officers working in the Central Government Departments: (i) holding analogous post on a regular basis in the parent cadre or department; or (ii) with five years regular service in the Stenographer Grade-I in Level 6 (35400-112400) of Pay Matrix or equivalent in the parent cadre or department.
6.	<u>Stenographer Grade-I (Level 6):</u> Officers holding the Stenographers' posts under the Central Government Departments: (i) holding analogous post on a regular basis in the parent cadre or department; or (ii) with ten years regular service rendered after appointment thereto on a regular basis in Level 4 (25500-81100) of Pay Matrix or equivalent in the parent cadre or department.
7.	<u>Stenographer Grade-II (Level 4):</u> Officers working in the Central Government Departments: (a)(i) holding analogous posts on regular basis in the parent cadre or department; and (b)(i) 12 th class pass or equivalent from a recognized Board or University.

Applicants to all the above said posts should have sufficient exposure to basic working knowledge on computers in all the modules of MS Office including the knowledge of internet to send/receive e-mails.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: The period of deputation including the 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 to exceed three years.

Note 3: Officials who were granted MACP/NFU in their current designation are also eligible to apply for Deputation.

Signed by

L R Sathya

Date: 14.08.2024 (11:38:12)
Director (Admin)

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
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)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. 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 d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. 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		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
16. A Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (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)	
16.B Achievements: The candidates are requested to 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) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. 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)	
# (The option of 'ISTC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement, and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. 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 of the candidate)

Address _____

Date _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **or** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)