



Applications are invited for appointment to the post of **Welfare Assistant**, on deputation basis, in Pay level-8 of the Pay Matrix of Central Civil Services (Revised Pay) Rules, 2016 in the office of Pr. Accountant General (Audit), Himachal Pradesh, Shimla.

Particulars of post/ eligibility criteria for deputation:

1. Name of the post : Welfare Assistant.
2. Classification : General Central Services (Group 'B' Non – Gazetted)
3. Scale of Pay : Pay Level-8 (Rs. 47,600-1,51,100)
4. **Eligibility** :
 - (i) Holding analogous posts on regular basis in the parent cadre or department.

or
 - (ii) With three-years combined service in the grade of Sr. Auditor/ Sr. Accountant (Level-06) & Asstt. Supervisor (Level-07) rendered after appointment thereto on a regular basis in the parent cadre or department.

and
 - (iii) Possessing three years' experience in the field of community activities, housekeeping, sports and cultural activities, personal administration including settlement of personal claims, etc.
 - (iv) The maximum age limit for appointment shall not exceed 56 years as on the closing date of receipt of applications.

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 organization/department of the Central Government shall ordinarily not exceed three years.

Applications of willing and eligible officials* (in the proforma enclosed) who are clear from vigilance and disciplinary angle and who can be spared immediately on selection may be forwarded, duly approved by the Head of Department, along with attested copies of APARs for the last five years to this office **latest by 17.02.2025**.

*(Eligible and willing officials of this office may submit their willingness along with prescribed proforma in Administration Section **latest by 17.02.2025** positively)

यह परिपत्र प्रधान महालेखाकार महोदय के अनुमोदनार्थ जारी है।

हस्ता/-

वरि० उप महालेखाकार (प्रशासन)

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:

1. भारतीय लेखापरीक्षा तथा लेखा विभाग के सभी कार्यालय
2. सचिव, प्रधान महालेखाकार (ले०प०) हि०प्र०
3. निजि सचिव, वरि० उप-महालेखाकार (प्रशासन)
4. निजि सहायक, उप-महालेखाकार (ले०प०) प्रबंधन समूह-I)
5. निजि सहायक, उप-महालेखाकार (ले०प०)प्रबंधन समूह-II)
6. निजि सहायक, उप-महालेखाकार (ले०प०)प्रबंधन समूह-III)
7. कल्याण अधिकारी
8. सभी अधिकारी / कर्मचारी

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)

16/01

PROFORMA

1.	Name & Designation	
2.	Date of birth and Age as on the last date of receipt of application	
3.	Category	
4.	Present place of posting	
5.	Date of appointment in the Government service, cadre	
6.	i. Post held ii. Date of promotion to the present post iii Date of confirmation & post in which confirmed iv. Basic Pay and Grade Pay v. Pay Band	
7.	Education Qualification	
8.	Particulars of Welfare or Community Activities House Keeping, Sports and Cultural Activities, Personnel Admn. Including Settlement of personal claims duly supported by documents.	Separate sheet may be attached if needed
9.	Knowledge of Computers	
10.	Any other achievements	

Signature of the candidate

Date:

Place: