

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा),
मेघालय, ऑडिट भवन,
शिलांग - 793 001.



OFFICE OF THE
PR. ACCOUNTANT GENERAL (AUDIT),
MEGHALAYA, AUDIT BHAWAN,
SHILLONG - 793 001.

संख्या/No. Admn./Audit/Deptn./Folder-124/Vol-II/2025-26/30

दिनांक/Date : 02.04.2025

सेवा में/To

भारतीय लेखापरीक्षा एवं लेखा विभाग के सभी कार्यालयों के विभागाध्यक्ष
The Head of Department in all offices of IA & AD.
(ई-मेल सूची के अनुसार/ As per mailing list)

विषय/Sub : कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), मेघालय में प्रतिनियुक्ति के आधार पर विभिन्न पदों को भरना ।
Filling up of various posts in the Office of Principal Accountant General (Audit).
Meghalaya on deputation basis.

महोदया/महोदय,
Madam/Sir,

इस कार्यालय में प्रतिनियुक्ति के आधार पर निम्नलिखित पदों पर नियुक्ति के लिए डी.ओ.पी.टी. के दिनांक 17/02/2016 के कार्यालय ज्ञापन संख्या 2/6/2016-स्था. (वेतन-II) के साथ पठित डी.ओ.पी.टी. के दिनांक 17/06/2010 के कार्यालय ज्ञापन संख्या 6/8/2009-स्था. (वेतन-II) तथा इस संबंध में समय-समय पर जारी अन्य दिशा-निर्देशों में निर्धारित शर्तों और नियमों के अनुसार आवेदन आमंत्रित किए जाते हैं ।

Applications are hereby invited for appointment to the following posts on deputation basis in this office on the terms and conditions laid down in DoPT O.M No.2/6/2016-Estt. (Pay-II) dated 17/02/2016 read with DoPT O.M.No.6/8/2009-Estt. (Pay II) dated 17/06/2010 as well as other guidelines issued in this regard from time to time.

2. उक्त पद पर नियुक्ति के लिए पात्रता मानदंड निम्नानुसार हैं -

The eligibility criteria for appointment to the said post are as under: -

पद का नाम Name of the Post	पदों की संख्या Number of Post	पात्रता / Eligibility
सहायक लेखापरीक्षा अधिकारी Assistant Audit Officer	11	भारतीय लेखापरीक्षा एवं लेखा विभाग में कैडर नियंत्रण प्राधिकरण के अधीन अधिकारी, जो 7वें केन्द्रीय वेतन आयोग के अनुसार वेतन मैट्रिक्स लेवल-8 में सहायक लेखा अधिकारी या सहायक लेखापरीक्षा अधिकारी के सदृश पद धारण करते हैं (एनएफयू प्रदान किए गए अधिकारियों के साथ)। Officers under the Cadre Controlling Authority in the Indian Audit and Accounts Department holding analogous posts of Assistant Accounts Officer or Assistant Audit Officer in Pay Matrix Level - 8 as per 7 th CPC (alongwith officers who have been granted NFU).

लेखापरीक्षक Auditor	12	आवेदक को मूल कार्यालय में नियमित आधार पर सदृश पद पर कार्यरत होना चाहिए । Applicants should be holding analogous post on regular basis in the parent office.
आशुलिपिक Stenographer	01	भारतीय लेखा परीक्षा एवं लेखा विभाग में कैडर नियंत्रण प्राधिकरण के अधीन वेतन मैट्रिक्स स्तर 4 में आशुलिपिक के सदृश पद धारण करते हैं Staff under the Cadre Controlling Authority in the Indian Audit and Accounts Department holding analogous posts of Stenographer in Pay matrix level 4

3. प्रतिनियुक्ति की अवधि प्रारम्भ में एक वर्ष के लिए होगी, जिसे अधिकारी के संतोषजनक कार्यनिष्पादन तथा नियमानुसार रिक्तियों की उपलब्धता के अधीन वार्षिक आधार पर आगे बढ़ाया जा सकेगा ।

The period of deputation shall initially be for one year, further extendable on yearly basis, subject to satisfactory performance of the Official and availability of vacancy as per rule.

4. प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तिथि 56 (छप्पन) वर्ष से अधिक नहीं होगी ।

The maximum age limit for appointment by deputation shall not be exceeding 56 (fifty-six) years as on the closing date of receipt of applications.

5. इस संबंध में, अनुरोध है कि कृपया उन पात्र अधिकारियों के नामों की अनुशंसा करें जो इच्छुक हों और प्रतिनियुक्ति के आधार पर संबंधित पदों पर चयन होने की स्थिति में उन्हें तत्काल कार्यमुक्त किया जा सके । कृपया निम्नलिखित दस्तावेजों/प्रमाण-पत्रों के साथ सिफारिश जारी होने के 30 दिनों के भीतर इस कार्यालय को भेज दी जाए ।

In this regard, it is requested to kindly recommend the names of eligible officials who are willing and can be spared immediately in the event of their selection to the respective posts on deputation basis. The recommendation accompanied with the following documents/certificate may kindly be forwarded to this office within 30 days of issue of this office.

- आवेदक का जीवनवृत्त विधिवत भरा हुआ तथा कार्यालय प्रमुख द्वारा सत्यापित होना चाहिए।
Biodata of the applicant duly filled in and attested by the Head of Office.
- पिछले 5 वर्षों की पूर्ण एवं अद्यतन ए.सी.आर./ए.पी.ए.आर. की फोटोकॉपी प्रत्येक पृष्ठ पर विधिवत सत्यापित तथा
Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested on each page and
- सत्यनिष्ठा प्रमाण-पत्र/सतर्कता मंजूरी प्रमाण-पत्र ।
Integrity Certificate/ Vigilance Clearance Certificate.

यह प्रधान महालेखाकार के आनुमोदन से जारी किया जा रहा है

This issues with the approval of Principal Accountant General.

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

ABSTRACT OF APARs FOR THE LAST FIVE YEARS UPTO 2023-24

(Year-wise APAR grading for the five years to be given)

S. No.	Name & Designation	2023-24	2022-23	2021-22	2020-21	2019-2020
1.						
2.						

It is certified that:

- (i) I have verified the grading from the Original APARs and found to be correct.

.....
DAG/DD/Sr. DAG/Director(Admn.)/Director(P)

O/o

Date:

Place:

Biodata: Application for deputation to the post of Asst. Audit Officer

1.	Name in Full (Sri/Smt./Ms.)	
2.	Present Post Held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualification	i)Educational
		ii)Professional
7.	Office to which the applicant belongs	i)Parent Office
		ii)Present Office
8.	Whether belongs to SC/ST	
9.	Date of Entry into Government Service	
10	Post & Date of Entry into IA&AD	
11	Date of Promotion to the current post	
12	Present Pay Level and Pay	
13	Proficiency in computers, Details may be given	
14	Mobile Number and Official email ID	
15	Work Experience	Separate Sheet may be added, if needed.
16	Any other relevant details	

**Latest
Photo
graph**

I hereby declare that the above particulars furnished by me are correct and true to the best of my knowledge.

(Signature of the applicant)

It is certified that the above particulars furnished by the official were verified from the service record and found to be correct.

(Signature of the Head of the Office)

Place:

Date

Biodata: Application for post of (Auditor)

1.	Name in full (Shri/Smt/Ms)	
2.	Present Post Held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications (i) Educational (ii) Professional	
7.	Office to which the applicant belongs (i) Parent Office (ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Date of entry in IA&AD	
11.	<i>Date of joining</i>	
12.	Proficiency in Computers, Details may be given	
13.	Present Pay and Pay Level	
14.	Details of MACP/Financial upgradation/NFU (I, II or III), if any granted and date of grant of such pay upgradation	
15.	Mobile Number and official email ID	
16.	Experience and knowledge of working in Administration/OE/Logistics & Support/Bills/ Training Section, Field Audit, if any (full details)	Separate Sheets may be added, if needed.

**Latest
Passport Size
Photo**

I hereby declare that the above particulars furnished by me are correct and true to the best of my knowledge.

(Signature of the applicant)

It is certified that the above particulars furnished by the official were verified from the service record and found to be correct.

Signature of the Head of the Office (with Stamp)

Place:
Date:

APPLICATION FOR THE POST OF /STENOGRAPHER

PROFORMA

1. Name
2. Designation
3. Date of Birth
4. Date of Entry in IA &AD
5. Name of the post in which recruited
6. Present post held
7. Educational Qualification
8. Any other Qualification
9. Details of Experience
10. Name of the Office in which presently working.
11. Address for Communication
12. Proficiency in Stenography

Signature of the applicant
