



Circular No. : 22

Date: 22.05.2025

**CIRCULAR**

**Subject: Filling up of Vacancies on Deputation bases in the grade of Private Secretary (PS) in the Office**

Applications are invited through proper channel for filling up the vacancy in the grade Private Secretary (PS) in in the **O/o the Principal Accountant General, Arunachal Pradesh** on deputation basis.

**The Terms and Conditions for the deputation to the post of Private Secretary are as follows:**

**1. Eligibility Criteria:**

- Officers of the Central Government/State Government/Union Territories/Recognized Research Institutions/Universities/Public Sector Undertakings/Semi-Government/Statutory or Autonomous Organisations:
  - i. Holding analogous post on a regular basis in the parent cadre or department; or
  - ii. With five years of regular service in the Stenographers Grade-I in Level 6 (₹35400-112400) of the Pay Matrix or equivalent in the parent cadre or department.

**2. Age Limit:**

- The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications.

**3. Tenure:**

- Deputation will be initially for a period of one year and later extendable on annual basis subject to the administrative convenience and willingness of the candidate. The officer/official can be repatriated to their parent office any time as per administrative convenience.

**4. Deputation Allowance:**

- Deputation allowance at prescribed rates would be admissible as per GOI orders.

**5. Other Terms and Conditions:**

- Selection of the candidates on deputation will be decided by the competent authority of this office. The selected officials will be liable to be posted in any section/office depending on the functional requirements of this office.

**How to Apply:**

Interested and eligible officers may submit their applications, along with their bio-data and details of experience in the prescribed Performa (*Annexure-I*), the copies of APARs for the last five years, and a Vigilance Clearance Certificate to the effect that no disciplinary/court/vigilance case is either pending or contemplated against the applicant to the **Sr. Dy. Accountant General (Administration)**, O/o the PAG, Arunachal Pradesh, Itanagar by **30 June 2025**.

**Contact Information:**

For any queries or further clarification, please contact:

**Shri Subash Kumar**

Senior Audit Officer

Phone: 9436217279

Email: [skumar.arp@cag.gov.in](mailto:skumar.arp@cag.gov.in)

Address: O/O The Principal Accountant General, Arunachal Pradesh, MOWB-II Itanagar 791111

**Enclosed: Annexure-I**

**Sr. Dy. Accountant General (Administration)**

**No. AG/AP/Admn/Apt. Steno/Accounts/2018-19/80**

**Date: 22 May 2025**

**Copy for Information and Necessary Action to:**

1. **All IA&AD Offices**  
(They are requested to give wide circulation of this circular amongst their staff.)
2. **Secretary, General Administration, Arunachal Pradesh.**  
(For wide circulation of this circular amongst all the state government staff.)

**Sr. Dy. Accountant General (Administration)**

**Application for Deputation basis in the Grade of PS in the office of Principal**

**Accountant General, Arunachal Pradesh**

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- |  |   |                              |
|--|---|------------------------------|
| 1. Post being Applied for                        | : | <b>Private Secretary(PS)</b> |
| 2. Name of the Candidate                         | : |                              |
| 3. Name of the Parent Office                     | : |                              |
| 4. Designation                                   | : |                              |
| 5. Present Pay/Pay Band                          | : |                              |
| 6. Date of Birth                                 | : |                              |
| 7. Date of Appointment in IA&AD or Other offices | : |                              |
| 8. Date of promotion to the present Grade        | : |                              |
| 9. Educational Qualification                     | : |                              |
| 10. Brief Particulars of Duties Performed        | : |                              |
|  |   |                              |
| 11. Experience                                   | : |                              |
| 12. Permanent Residential Address                | : |                              |
|  |   |                              |
| 13. Email Id & Mobile Number                     | : |                              |
|  |   |                              |
| 14. Other Information, if any                    | : |                              |

**Date:**

**Place:**

**Signature of Applicant**

**Certificate**

This is to certify that the information furnished by the applicant is correct as verified from the records of the office and there is no disciplinary proceedings pending against the applicant.

**(Signature of Head of Office with Seal)**