



प्रधान महालेखाकार (लेखापरीक्षा - I) का कार्यालय, ओडिशा, भुवनेश्वर
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA: BHUBANESWAR

Circular No. 07

Date: 09.06.2025

Sub: Calling for volunteers for the Post of Welfare Assistant.

Applications are invited from willing and eligible Senior Auditors fulfilling the eligibility criteria as given below to fill up **02 (two)** posts of **Welfare Assistant**, on deputation basis, in the Pay Level-8 (47600-151100) under the Cadre Control of the Principal Accountant General (Audit-I), Odisha, Bhubaneswar. Officials having requisite eligibility may submit their willingness, in the prescribed proforma through proper channel, so as to reach the Admin Section of Office of the Principal Accountant General (Audit-I), Odisha, Bhubaneswar latest by **20.06.2025**.

ELIGIBILITY CRITERIA:

- (a) (i) Holding analogous post on regular basis in the parent cadre or Department
or
(ii) Senior Auditors with 3 (three) years service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-6 (Rs. 35400-112400) or equivalent in the parent cadre or department.
- (b) Possessing three years experience in the field of welfare or community activities, Housekeeping, Sports and cultural activities, Personnel administration including settlement of personal claims, etc.
- (c) Maximum age limit shall not exceed 56 years of age as on closing date of application.

OTHER CONDITIONS:

- a) The Welfare Assistant will assist the Welfare Officer and Senior Deputy Accountant General (Admin) in the welfare activities of the three offices.
- b) Deputation to the post, initially, will be for one year, which may be extended up to maximum period of three years subject to continued suitability.
- c) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization shall ordinarily not to exceed 3 (three) years.
- d) The official appointed as Welfare Assistant will have an option to draw pay in the scale attached to the Post or draw Deputation (Duty) Allowance according to the extant Rules.

Sd/-
Senior Audit Officer/Admn

Copy forwarded for information and necessary action to: -

1. Secretary to Pr. Accountant General (Audit-I), Odisha, Bhubaneswar.
2. Secretary to Accountant General (Audit-II), Odisha, Bhubaneswar.
3. Steno to Sr. DAG/ DAG (Admin, AMG-I, AMG-II, AMG-III, AMG-IV, AMG-V), O/o the Pr. Accountant General (Audit-I), Odisha, Bhubaneswar.
4. Steno to DAG (Admin), O/o the Accountant General (Audit-II), Odisha, Bhubaneswar.
5. Steno to DAG (AMG-II), O/o the AG (Audit-II), Odisha, Branch: AMG-II, Puri
6. Steno to Deputy Director, O/o the DGA Central, Hyderabad, Branch at Bhubaneswar.
7. All Senior Audit Officers of Group Controlling Sections of O/o Pr. AG (Audit-I), Odisha, Bhubaneswar with request to circulate copies of this circular in the entire Group including Field Parties.
8. Sr. Audit Officer/ Admn, O/o the AG (Audit-II), Odisha, Bhubaneswar with request to circulate copies of this circular in the entire Group including Field Parties
9. Sr. Audit Officer/ Admn, O/o the DD/CRA, Odisha, Bhubaneswar with request to circulate copies of this circular in the entire Group including Field Parties.
10. AAO/ DA&RC to upload this information in the office website.
11. Circular Guard File/ Notice Board.

S.G. Panda
09/06/2025

Senior Audit Officer/Admn

FORMAT OF APPLICATION FOR DEPUTATION TO WELFARE ASSISTANT

1. Name in Full (in Block Capitals) :
2. Designation :
3. Date of Birth :
4. Section and Office where working :
5. Present Pay in the Pay Matrix :
6. Date of continuous appointment :
7. Serial number in Gradation List of 03/24 :
8. Total Services rendered in the Pay Matrix :
Level-6 or equivalent in the parent cadre
or Department
9. Details of Experience in the field of Welfare :
Activities / Community Services/ House
Keeping / Sports participation / Cultural
Activity/Personnel Administration/Settlement
of personal claims.
**(Photo copies of certificates, if any, as proof
may be attached). In case space is not
sufficient, a separate sheet may be attached.**

Date.....

.....
Signature of the applicant