



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा - I) तमिलनाडु
" लेखापरीक्षा भवन ", 361, अण्णा सालै, तेनामपेट, चेन्नै-600 018
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I),
TAMILNADU, LEKHA PARIKSHA BHAVAN,
361, ANNA SALAI, TEYNAMPET, CHENNAI – 600 018.**



No.PAG (Au-I)Admn.II/Deptn/7-28/2025-26/31

Date:12.06.2025

परिपत्र /CIRCULAR

Sub: Filling up of vacancy on deputation basis in PAG(A&E), Chennai and
PAG(Audit), Meghalaya, Shillong

Circular inviting applications from eligible Senior Private Secretaries for filling up of one post of Senior Private Secretary in O/o the Principal Accountant General (A&E), Chennai on deputation basis is enclosed herewith. Such of those officials who are eligible and willing to go on deputation on prescribed terms and conditions may submit their application to Admn II Section through proper channel on or before 16.06.2025.

Circular inviting applications from eligible Senior Auditors for filling up of one post of Care taker in O/o the Principal Accountant General (Audit), Meghalaya Shillong on deputation basis is enclosed herewith. Such of those Officials who are eligible and willing to go on deputation on prescribed terms and conditions may submit their application to Admn II Section through proper channel on or before 20.06.2025.

Encl: As stated

Copy to:

1. Notice Board
2. SAO/Admn, O/o the PAG (Audit-II)
3. SAO/Admn, O/o the DGA (Central)
4. Hindi Section-for translation.
5. SAO-EDP to display on office website.


**वरिष्ठ लेखा परीक्षा अधिकारी/प्रशासन
Senior Audit Officer/Admn.**



भारतीय लेखा तथा लेखापरीक्षा विभाग
कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी), तमिल नाडु
361, अण्णा सालै, चेन्नै - 600 018.

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(ACCOUNTS & ENTITLEMENTS), TAMIL NADU
361, Anna Salai, Chennai - 600 018.

प्र म ले) ले एवं ह (PAG (A&E)/ स्था Estt.I / सा GL III/ 2025-26/51

Date : 06.06.2025

To

All Heads of Department in IA & AD (as per mailing list)

विषय / Subject: Filling up the post of 01 Senior Private Secretary/Private Secretary
on deputation basis – reg

महोदय,

Applications are invited from eligible and willing officials for filling up the post of Senior Private Secretary/Private Secretary in Level – 8/7 in the Pay Matrix of CCS (Revised Pay) Rules 2016 which will become vacant with effect from 01.08.2025, on deputation basis, initially for a period of one year.

2. The eligibility criteria for deputation are as under:-

क्र. सं. Sl. No.	पदनाम Name of the post	पात्रता Eligibility criteria
1.	Sr. Private Secretary/ Private Secretary Vacancy: 01	i. (a) Officers holding analogous posts on regular basis in the parent cadre or department; or (b) <i>For the post of Sr.PS:</i> Officers with two years of regular service in the post of Private Secretary grade rendered after appointment thereto on regular basis in Level 7 in Pay Matrix (Rs. 44900-142400) in the parent cadre or department. <i>For the post of PS:</i> Officers with five year's regular service in the Stenographer Grade I in Level 6 (Rs. 35400-112400) of pay matrix or equivalent in the parent cadre or department. ii. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications. Note: 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.

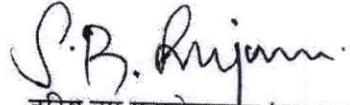
3. It is requested to kindly forward the application of interested officials who fulfil the criteria mentioned below with your recommendations and along with the Bio-data / curriculum vitae pro-forma (format enclosed) and APARs for the preceding five years duly attested on each page so as to reach this office on or before 20.06.2025. It may also be certified that no disciplinary/ court/ vigilance case is pending or contemplated against the applicant.

4. The following terms and conditions will be applicable for this appointment on deputation basis:

- i. The period of deputation will initially be for one year and can be extended thereafter subject to performance of the official concerned and availability of vacancy in the cadre.
- ii. Deputationists will be entitled to Deputation Allowance, as applicable, in accordance with relevant instructions of DoPT, as amended from time to time.
- iii. The officer/official may be repatriated to his/her parent office any time as per administrative convenience.
- iv. Compliance of Headquarters' deputation policy circulated vide letter no. 60 – Staff (App)-I/14-2023 dated 27.01.2025 may be ensured while forwarding the applications for deputation.
- v. The terms and conditions of deputation including pay of the officials selected on deputation will be governed by provisions laid down in DoPT OM No. 6/8/2009-Estt (Pay II) dated 17.06.2010 as amended time to time and Headquarters letter dated 27.01.2025 and their pay will be fixed as per normal pay fixation rules.

This issues with the approval of Principal Accountant General.

भवदीय/ Yours faithfully,


वरिष्ठ उप महालेखाकार (प्रशासन)/

Sr. Deputy Accountant General (Admn)

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
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>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.</p>	

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. 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 'STC' / '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 _____

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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 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)

कार्यालय

प्रधान महालेखाकार (लेखापरीक्षा)

मेघालय, शिलॉंग - 793001

“ऑडिट भवन”



OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL
(AUDIT)
MEGHALAYA, SHILLONG - 793001
“AUDIT BHAWAN”

पत्र. सं. / No.: Admn/Audit/40

दिनांक / Dated: 06.06.2025.....

कार्यालय आदेश/ Office Order

Applications are invited in the attached format from interested employees in Pay Matrix Level 6 for maintenance work in the Office of the Principal Accountant General (Audit) Meghalaya, Shillong.

1. Employees drawing a salary from Pay Matrix Level 1 to 6 can apply for the post of caretaker.
2. The employee selected for performing duties as Caretaker will be given 'Additional Work Allowance' at the rate of 2 percent of the basic salary.
3. The initial period of deputation will be for 1 (one) year and maybe extended thereafter subject to suitability and administrative convenience.
4. The responsibility of the caretaker shall be to assist the Estate Officer of the Office of the Principal Accountant General (Audit) Meghalaya, Shillong in safeguarding, upkeep and maintenance and day today administration of Principal Accountant General (Audit) Meghalaya, Shillong, Lyndhurst Estate, Laitumkhrab and Accounts and Audit Estate, Motinagar, Shillong.

Interested officials may submit their willingness and application to this office at the latest by 30th June 2025.

Sd/-

Sr. Deputy Accountant General (Admn)

Memo No. Admn/Audit/4-3/2025-26/ 458-59

Date: 06.06.2025

Copy forwarded for information to:-

1. All IA&AD offices as per mailing list.
2. All Notice Boards.

Establishment Officer



**BIODATA OF THE OFFICIAL WHO APPLY FOR THE POST OF CARETAKER IN
THE OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT),
MEGHALAYA, SHILLONG**

1. Name & Designation :
2. Date of Birth :
3. Date of Appointment in the IA&AD :
4. Permanent Office :
5. Date of Promotion as Auditor/Accountant :
6. Educational Qualification :
7. Date of Confirmation :
8. Experience :

Signature of the Applicant

Date: