

**OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL  
3<sup>rd</sup> MSO Building, CGO Complex, 5<sup>th</sup> Floor, DF Block,  
Sector- I, Salt Lake, Kolkata – 700 064  
E-mail: [agauwestbengal2@cag.gov.in](mailto:agauwestbengal2@cag.gov.in)**

N.S. No. Admn.I/6-2/Deptn/XXVI (Part.2)/2025-26/ 836

Dated: 10.11.2025

Enclosed please find following letter:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No. Admn/5-3/2025/32(AP) dated 06.11.2025 received from O/o the PDA, North East Frontier Railway, Maligaon, Guwahati regarding filling up the post of Welfare Assistant in O/o the PDA, North East Frontier Railway, Guwahati on deputation basis.	13.11.2025

Branch officers concerned are requested to bring the contents of the above letter to the notice of willing and eligible official(s) and forward the application(s) of willing official(s) as per the date prescribed in the table above.

While recommending the name(s) of candidate(s), criteria/guidelines detailed in the aforesaid letter may be given due consideration.

Digitally signed by  
ASHUTOSH BISWAS  
Date: 10-11-2025  
17:20:03  
Sr. Audit Officer (Admn.I)

Copy to:

1. DAG /AMG-I (Admn. & AS)
2. DAG/AMG-II
3. DAG/AMG-III
4. DAG/AMG-IV
5. Secretary to the Pr. Accountant General (Audit-II), WB.
6. Sr. Audit Officer/Admn.I & DAC
7. System Administrator/ EDP SC
8. Sr. Audit Officer /Admn.II, III & CC
9. Sr. Audit Officer/AMG-I (AS)
10. Sr. Audit Officer/ Record & APCC
11. Sr. Audit Officer/AMG-II(HQ)
12. Sr. Audit Officer/AMG-III(C)
13. Sr. Audit Officer/ AMG-IV(HQ) & Technical Cell
14. Sr. Audit Officer/ECPA-Cum-Report(Civil)
15. Sr. Audit Officer/ECPA-Cum-Report(Com)
16. Assistant Director (Official Language)/Hindi Cell
17. Assistant Audit Officer/Admn.I (For NIC-mail)

Asstt. Audit Officer (Admn.I)

A-1/Inward/768  
dt: 07/11/25

प्रधान निदेशक लेखापरीक्षा का कार्यालय  
पूर्वोत्तर सीमांत रेलवे, मालीगांव,  
गुवाहाटी - 781 011



OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT  
NORTHEAST FRONTIER RAILWAY, MALIGAON,  
GUWAHATI - 781 011

No: Admn/5-3/2025/32(AP)/  
Dated: 6<sup>th</sup> November 2025

To,

All Heads of Department in IA&AD.

Sub: **Filling up of the post of Welfare Assistant (WA) on deputation basis.**

Madam/Sir,

Applications are invited for filling up of one (01) post of Welfare Assistant in the Level 8 of Pay Matrix Rs. 47,600-1,51,000 on deputation basis in this office on 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.

**The eligibility criteria for deputation are as under:**

Officials of the Central Government-

- i) Holding analogous posts on regular basis.
- ii) With combined regular service of 3 years in the grade of Senior Accountant/ Senior Auditor and Assistant Supervisor (Accounts)/ Assistant Supervisor (Audit) in the Pay matrix Level-7/Level-6 or equivalent Pay Level in the parent cadre of the Department.
- iii) Possessing three (03) years-experience in the field of Welfare or Community activities, House Keeping, Sports and Cultural Activities, Personnel Administration including settlement of personal claims, etc.
- iv) The maximum age limit for appointment on deputation shall not be exceeding 56 years on the closing date of receipt of applications.
- v) The deputation (duty) allowance will be payable in accordance with DoPT O.M. No. 2/11/2017-Estt. (Pay-II) dated 24.11.2017.

**Terms and conditions:**

1. Applications of candidates who are willing to be considered for deputation to this office for the above post may be forwarded to this office on or before **21.11.2025** along with their Bio-Data (Annexure enclosed), certified copies of APAR for the last 05 years (2020-21 to 2024-25) duly attested on each page. It shall be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicants. The documents of the eligible candidates may be scanned and sent via email by the respective parent offices to avoid postal delay.

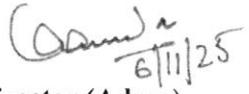
*Handwritten signature and initials:*  
Shri. N. Parichay  
30  
2/11/25

2. The term of deputation will be initially for 01 (one) year and may be extended subject to his/her continued suitability and administrative convenience. While working in this office, the selected official will draw his/her basic pay plus Deputation Allowance as applicable on his/her basic pay as admissible under extant rules.
3. The applications of willing officials for transfer on deputation will be on normal terms and conditions and shall be forwarded through respective Parent Office(s). The officials working on deputation basis shall not have right for absorption at any post in the Office of the Principal Director of Audit, N.F. Railway, Maligaon.
4. Prospective candidates may please go through the service conditions and work requirements carefully before they apply. It may please be noted that once an application is sent to this office, it may not be withdrawn.
5. This office reserves the right to cancel this notice at any time without prior intimation.
6. The last date of accepting application will be **21.11.2025**.

This issues with approval of the Principal Director of Audit.

Encl: (i) *Duties/functions of Welfare Assistant.*  
(ii) *Proforma for Bio-data.*

Yours faithfully,

  
**Director (Admn)**

88<sup>c</sup>

**The duties/functions of the Welfare Assistant which is to be performed/discharged during his duty**

1. Assistance to Staff suddenly fallen ill or those chronically ill. Helping in security admission in the place treatment.
2. Helping in case of need in securing admission of children in school, colleges and other educational institutions.
3. To arrange washing of towels, curtains, table clothes, sofa-covers and issues of soap and cloth.
4. Cleanliness of office building, premises and bathrooms including adequacy of water supply.
5. Neatness of working place including proper maintenance of furniture, removal of outward records, elimination of congestion in the section, adequacy of lighting and ventilation.
6. Adequacy of drinking water facilities.
7. Parking plots for cycles and scooters and ensuring their safety and protection against sun and rain.
8. Encouragement to players for participation in games and sports, arrangement of matches and tournaments.
9. Arrangement for get-togethers and picnics.
10. Liaison with recreation club, co-operative credit societies, House building societies etc.
11. Benevolent Fund, special C.L., Lighting arrangement of office, firefighting equipment, security arrangements, declaration of holidays, casualties.
12. Administrative works relating to MTS and Casual labourers.
13. Cleanliness and proper maintenance of the Quarter Complex, community hall and the Guest House.
14. Assisting/helping to PDA/Director, Secretariat to PDA and Sr. AO (Admn).

*Asan*  
30/10/25  
**Sr. Audit Officer (Admn)**