

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा)
हिमाचल प्रदेश, गॉर्टन कैसल
शिमला - 171 003



Office of the Principal Accountant General (Audit)
Himachal Pradesh,
Gorton Castle, Shimla-171 003

संख्या: प्रशा०/ले०प०/प्रतिनियुक्ति/कैंटीन स्टाफ/I/1238311/2025
दिनांक: 17-12-2025

To

All Heads of Department (in IA&AD)

(Except Overseas Audit Offices)

Subject: Filling up the post of **Manager during the** panel year 2026 in the Type 'B' Departmental Canteen on deputation basis- reg

This office intends to fill up one post of **Manager** in Level-6 of pay matrix of Central Civil Service (Revised Pay) Rules, 2016, likely to fall vacant during the panel year 2026, in the Departmental Canteen of this office, on deputation basis amongst officials possessing the following eligibility and qualifications:

Sl. No.	Name of post	Eligibility criteria
1.	Manager	<p>a) Officials of the Central Government</p> <p>(i) holding analogous post on regular basis in the parent cadre or department, or</p> <p>(ii) with six years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level 5 of pay matrix or equivalent in the parent cadre or Department; or</p> <p>(iii) with 10 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 of pay matrix or equivalent in the parent cadre or Department and</p> <p>b) Possessing the following educational qualifications and experience</p> <p>(i) Bachelor's degree in Commerce or Business Studies or Economics or Public Administration of a recognized University or Institute and</p> <p>(ii) two years' experience in Accounts work in any Government office or Public Sector Undertaking or Autonomous or Statutory Organization.</p>

Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department shall ordinarily not to exceed three years.

The maximum age limit for appointment by deputation shall not be exceeding **56 years** as on the closing date of receipt of application.

The initial period of deputation will be for **one year** and may be extended thereafter subject to his/her continued suitability and administrative convenience. The deputation will be governed by the terms and conditions laid down in Headquarters Office Circular No. 60-Staff(App)-I-14-2023 dated 27.01.2025 and DoPT O.M. No. 6/8/2009-Estt (Pay II) dated 17.06.2010 and subsequently amended from time to time.

While working in this office, the selected official will receive admissible deputation (Duty) allowance in accordance with the prevalent rules.

Eligible and willing officials may submit their application through proper channel along with copies of APARs for the **last 05 years**, Vigilance Clearance Certificate to the effect that no disciplinary/ court/vigilance case is either pending or contemplated against the applicants along with Bio-data latest **by 31.12.2025**.

Issues with prior approval of the competent authority.

Digitally signed by
SANDEEP DABUR

वरिष्ठ उप महालेखाकार (प्रशासन)
Date: 17-12-2025
11:02:31

Phone: +91-177-2652607

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ANNEXURE

APPLICATION FOR THE POST OF MANAGER-CUM-ACCOUNTANT (GROUP B)

**Self-attested
passport size
photograph**

1. Name of applicant with designation and complete office address (in block letters), e-mail and telephone No. _____
2. Father's Name _____
3. Residential Address with phone number _____

4. Permanent Address _____

5. Date of Birth _____
6. Whether belongs to SC/ST/OBC _____
7. Date of retirement under Central/ State Government rules _____
8. Education qualifications _____
9. Post held on regular (i.e., substantive) basis and the date from which held with grade pay / Pay Level in Pay Matrix _____
10. Present Pay _____
11. Details of Employment of last 10 years in Chronological order. Enclose a separate sheet, duly authenticated under your signature

Name of office/organization where employed	Post held	From	To	Basic pay	Grade pay/Level in pay matrix	Major duties
1.	2.	3.	4.	5.	6.	7.

contd..

12. Nature of present employment i.e.

Ad-hoc or temporary or permanent _____

13. In case the present employment is held on

Deputation/contract basis, please state

a) Date of initial appointment

b) Period of appointment on

Deputation/contract

c) Name of parent office/

Organization to which you belong

14. Training/ courses attended

15. Additional details about your present employment

Please state whether working under

i. Central Government

ii. State Government

iii. Autonomous Organization

iv. Central Public Sector Undertaking

v. State Public Sector Undertaking

16. Additional information, if any, which applicant

may like to mention in support of his/her

suitability for the post vis-a-viz the "duties"

mentioned in Sl.No.11

Enclosed a separate sheet, if required

Date: -----

(SIGNATURE)

Mobile No. -----

**CERTIFICATE TO BE RECORDED BY THE HEAD OF THE OFFICE/ OFFICER
NOT BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE
FORWARDING THE APPLICATION**

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature:

Name:

Designation:

Tele. No.:

Date:

Place:

Official seal

Note: All Terms and Conditions of deputation will be followed as per DoP&T's OM No.6/8/2009-Estt.(Pay.II) dated 17.06.2010 and its amendment issued from time to time.