

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-II), पश्चिमबंगाल
OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL
3rd MSO Building, CGO Complex, 5th Floor, DF Block
Sector- I, Salt Lake, Kolkata – 700 064
E-mail: agauwestbengal2@cag.gov.in

N.S. No. Admn.I/6-2/Deptn./XXVI (Part.2)/2025-26/ 1024

Dated: 24.12.2025

Enclosed please find following letters:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No.: Admn.I/A&E/S-3/Dep. Not./2025-26/136-A dated 19.12.2025 received from O/o the PAG (A&E), Jammu & Kashmir regarding filling up of vacant post of Legal Assistant on deputation basis.	12.01.2026
2.	Letter No.: PAGAE-DADM0ADM1(ADMM)/46/2023-24/ADMN-I-Part (1)/1487 dated 23.12.2025 received from O/o the PAG (A&E), West Bengal regarding filling up of vacant post of Controller of Finance at The Asiatic Society on deputation basis.	26.12.2025

Branch officers concerned are requested to bring the contents of the above letters 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 letters may be given due consideration.

Digitally signed by
ASHUTOSH BISWAS
Date: 24-12-2025
16:57:06
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)



भारतीय लेखा तथा लेखा-परीक्षा विभाग
प्रधान महालेखाकार (लेखा एवं हक), पश्चिमवंगाल
Indian Audit And Accounts Department
Principal Accountant General (A&E),
West Bengal



No.PAGAE-DADM0ADM1(ADMM)/46/2023-24/ADMN-I-Part(1)/1487

Dated:23.12.2025

To
All the HoDs of IA&AD offices Stationed in Kolkata,
(As per mailing list)

Subject:Filling up of the vacant post of Controller of Finance at The Asiatic Society on deputation basis-regarding

Sir/Madam,

The letter bearing No: Admin./83 dated 05.12.2025 (copy attached) received from The Asiatic Society, under Ministry of Culture, Govt. of India, regarding invitation of applications from eligible Officers for filling up the vacancy in the post of Controller of Finance in The Asiatic Society on deputation basis, is provided overleaf for wide circulation among eligible officers under your establishment.

The Eligibility criteria and other necessary terms and conditions are delineated in the official website of The Asiatic Society, i.e <https://www.asiaticsocietykolkata.org>.

This issues with approval of the competent authority.

Yours faithfully,

Sd/-

Sr. Deputy Accountant General (Administration)

Handwritten signature and date:
24/12/25



Ministry of Culture
Government of India

दि एशियाटिक सोसाइटी

एशिया का एक स्वायत्त संस्थान, संस्कृति भंडारण, भारत सरकार

The Asiatic Society

An Institution of National Importance
Ministry of Culture, Govt. of India



सत्यमेव जयते

Pl. circulate -
Also to other offices in
IA & AD



अनन्त सिन्हा

लेफ्टिनेंट कर्नल

प्रशासक

ANANT SINHA

Lieutenant Colonel
ADMINISTRATOR

Ref. No. ADMIN/83

Dated 05-12-2025

To
Shri Anindya Dasgupta, IA & AS
The Accountant General (A&E), West Bengal
Treasury Building
Kolkata - 700001

Subject: Request for Wide Circulation of Vacancy Notice for the Post of Controller of Finance

Respected Sir,

I am forwarding herewith the Vacancy Notice for the post of Controller of Finance for favour of wide circulation among eligible officers under your establishment.

The post is proposed to be filled on deputation basis, and it is requested that the enclosed notice may please be circulated widely so that eligible and willing officers may apply through proper channel within the stipulated time.

The cooperation of your office in giving the notice suitable publicity will be sincerely appreciated.

With regards.

Yours Sincerely

[Signature]

[Anant Sinha]

Lieutenant Colonel

Administrator

The Asiatic Society, Kolkata

Sr. A. of Admin - I.

Sr. A. of Admin - I. (15-12-2025)
Admin. (00)/03
16.12.25.



The Asiatic Society



Ministry of Culture
Government of India

Founded in 1784

(An Institution of National Importance declared by an Act of Parliament)

&

(An Autonomous Organization under Ministry of Culture, Government of India)

Patron : Hon'ble Governor of West Bengal

1, Park Street, Kolkata – 700 016 | Phone: 2229-0779 & 2249-7251

Website: www.asiaticsocietykolkata.org | E-mail: asiaticsociety-ask@asiaticsocietykolkata.nic.in

Date: 28.11.2025

Reference No. TASK/2025/01

VACANCY NOTICE

The Asiatic Society, Kolkata, an Institution of National Importance declared by an Act of Parliament and an Autonomous Organisation under Ministry of Culture, Government of India, invites applications for filling up the following positions. All these positions carry DA and other allowances as admissible to a Central Government employee posted in Kolkata other than Pay in Pay Matrix. The essential qualifications, experiences etc required for applying for the positions are as under:

A. Controller of Finance:

1. Classification : Group A (Ministerial)
2. Number of Post : 01 (one)
3. Scale of Pay : Level - 11 : ₹67,700 to ₹2,08,700 [7th CPC Pay Matrix]
4. Mode of Recruitment : By transfer or on deputation with prior approval of the Government of India.
5. Age limit : Preferably below 55 years
6. Qualification and Experience : Officers holding analogous post in the Government or holding the post of Accounts Officer in Pay Level 7 (₹44,900 to ₹1,42,400) in 7th CPC Pay Matrix with eight (08) years' Experience in the Central Accounts formation.

B. Accountant:

1. Classification : Group B (Ministerial)
2. Number of Post : 02 (two)
3. Scale of Pay : Level 6 : ₹35,400 – ₹1,12,400/- [7th CPC Pay Matrix]
4. Mode of Recruitment : Deputation
5. Age limit : Preferably below 55 years
6. Qualification and Experience : Persons
 - a. i. Holding analogous post in the Government
or
ii. With 6 years regular service in Pay Level 5 :
₹ 29,200 – ₹92,300/- [7th CPC]
or
iii. With 10 years regular service in Pay Level 4 :
₹ 25,500 – ₹81,100/-
&
b. Possessing Bachelor's Degree in Commerce with
experience in accounts work.

Page 1 of 2



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Website: www.asiaticsocietykolkata.org | E-mail: asiaticsociety-ask@asiaticsocietykolkata.nic.in



Ministry of Culture
Government of India

Instruction to Candidates:

1. Candidates who fulfill the above qualification/eligibility criteria may submit their application in the prescribed Proforma at 'Annexure I' through **Proper Channel** to the Administrator, The Asiatic Society, Kolkata.
2. Application form may be downloaded from the Society's website: <https://www.asiaticsocietykolkata.org/>
3. Application in prescribed format and duly completed in all respects along with photo copies [self attested] of certificates in support of date of birth, educational qualification, caste, experience etc. and APARs/ACRs of last 5 years should be sent through **Courier/Speed post only to The Administrator, The Asiatic Society, 1 Park Street, Kolkata – 700016 within one (01) month of publication of this advertisement in the Employment News.** Eligible applicants may, however, send an Advance Copy of the Application along with the relevant certificates to the address given above.
4. **Application sent through any other mode or not in the prescribed format will not be considered and be rejected straightaway. Application not accompanied with photo copies of the relevant certificates and APARs/ACRs of last five (5) years shall be summarily rejected.**
5. The deputation shall be governed by the standard terms and conditions of deputation provided under DoPT's OM No 2/6/2018-Esst.(Pay-II) dated 18.05.2018, as amended from time to time.
6. Eligibility criteria including the upper age limit will be reckoned on the last date of submission of application.
7. Canvassing or bringing influence in any form will disqualify the candidature.
8. In case of any disputes/suits or legal proceedings against the Society, the Jurisdiction shall be restricted to the Courts of Kolkata.

Sd/-
(Anant Sinha)
Lieutenant Colonel
Administrator
The Asiatic Society, Kolkata

Reference No. TASK/2025/01

Annexure I

Date: 28.11.2025

Application Format

*Affix a recent
(not more than
six month old)
passport size
self attested
photograph*

1. Name of the Post applied for :
2. Name of the candidate (in block letters) :
3. Father's /Husband's Name :
4. Nationality :
5. Date of Birth :
6. Caste : UR ☐ OBC ☐ SC ☐ ST ☐
7. Sex : Male ☐ Female ☐ Any Other ☐
8. Permanent Address with pin code :
9. Address for Communication with pin code :
10. Mobile Number :
11. E-mail Address :
12. Educational Qualification :

Reference No. TASK/2025/01

Date: 28.11.2025

13. Details of Employment in chronological order (Enclose a separate sheet duly authenticated by the signature of the Candidate, if the space below is insufficient):

Sl No.	Name of the Employer	Name of the post	Pay/Pay Scale	Period		Nature of Duties
				From	To	

14. Any other information:

15. Declaration:

I hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information/particulars furnished above are found to be false or incorrect at any stage; my application/candidature is liable to be summarily rejected and my services will be terminated forthwith.

I also declare that I have never been punished or debarred from Government Service. I have not been convicted by any court of law for any civil or criminal offence. In the event of any ineligibility being detected at any time before or after selection, action may be taken against me, and I shall be bound by the decision of the employer.

Place:

Date:

(Signature of the Candidate)

Reference No. TASK/2025/01

Date: 28.11.2025

Certificate by Employer/Cadre Controlling Authority

1. 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 Notice. 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. No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalty has been imposed on him/her during the last 10 years is enclosed (as the case may be).
 - iv. Attested photocopies of the ACR/APAR for last 5 years are enclosed.

Place:
Date:

(Signature of the Employer/Cadre Controlling Authority)

Name:

Designation:



कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी)
जम्मू व कश्मीर, श्रीनगर-190009
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
JAMMU & KASHMIR, SRINAGAR – 190009



No.: Admn.I/A&E/S-3/Dep. Not./2025-26/136-A

Date: 19/12/2025

CIRCULAR

In pursuance of Headquarter's Office letter No.: 76-Staff/(App)-I/19-2022/Vol.II dated 04.02.2025, One (01) post of Legal Assistant at each office is proposed to be filled on deputation basis at Srinagar and Jammu offices. Applications are invited from eligible and willing officials (AAO / Supervisor / Assistant Supervisor / Sr. Auditor / Auditor) for selection / nomination to the post of Legal Assistant from in-house strength or on deputation within IA&AD.

ELIGIBILITY CRITERIA**A. Criteria and eligibility for the post of Legal Assistant**

Post	Feeder cadre	Criteria	Eligibility
Legal Assistant	AAO/Supervisor	AAO/Supervisor who can manage to handle Legal cases	Work experience of 03 years in legal section. Law degree is preferable qualification
	Auditor/Sr. Auditor/Asstt. Supervisor	Auditor / Sr. Auditor /Asstt. Supervisor suitable to handle Legal Cases	Law Degree is mandatory. Work experience of 03 years in the legal section is preferable qualification

B. Maximum age limit shall not exceed 56 years as on closing date of applications.

C. Deputation to the post, initially, will be for one year, subject to extension based on the performance and the requirements of service.

OTHER CONDITIONS:

- The payment of deputation allowance would be governed in accordance with DoPT O.M No. 24/11/2017-Estt(Pay-II) dated 24.11.2017 as circulated by Headquarters Office vide letter No. 439- Staff Entt (Rules)/03-217 dated 27.11.2017.
- A financial incentive in the form of deputation allowance will be allowed to the selected official
- Transfer T.A. will be admissible as per the relevant provisions.
- Joining time will be admissible as per the relevant provisions.
- Deputation guidelines issued vide Headquarters Office letter No. 60-Staff (App)-I/14-2023 dated 27.01.2025 shall strictly be adhered to.

1

Shay. G. Singh, Clerk
23/12/25

B) Job Description:

1. Prepare case briefs and para-wise comments and liaise with Counsel in preparing draft plaints.
2. Ascertain from the concerned government counsel the details of the case against the department listed for hearing on the following dates and attend the Court/CAT with the government counsel on the dates fixed for such hearing.
3. Monitor the progress of each case personally, record the outcome of the hearings and update the status in LIMBS portal.
4. Maintain Registers of Court Cases, allotted to empaneled counsel, fee paid to counsellors and their performance and submit monthly/quarterly report regularly.
5. Procure the certified copy/obtain a copy of the judgment as soon as the judgment is pronounced and obtain the opinion of the Govt. Counsel to defend the case in writing with regard to the feasibility or otherwise of filing CWP/SLP or Review Petition and forward the same to the Headquarters Office and watch acknowledgement.
6. Meet the requirement of counsels in respect of discussions and production of documents.
7. Scrutinize legal fee bills and monitor payments are made timely.
8. Assist the Sr. AOs/Group Officers in timely conduct of periodical review of empaneled advocates.

The application of willing and eligible officials who are clear from vigilance and disciplinary angle and who can be spared immediately on selection may be forwarded, along with Bio-data of the applicant duly filled in and attested by the Head of Office, photocopies of complete and up-to-date ACR/APARS for the last 5 Years, duly attested on each page and Integrity Certificate / Vigilance Clearance Certificate, to this office (agacjammukashmir@cag.gov.in) within 30 days from the date of issue of this circular.

This issues with the approval of the Principal Accountant General.

Encl: Bio-Data

Sd/-

Dy.Accountant General (Admn.)

No.: Admn.I/A&E/S-3/2025-26/2370-76

Date: 19/12/2025

Copy of the above forwarded for information and necessary action to the:-

- 1) All Heads of Departments of IA &AD (as per mailing list cag-all-offices@lsmgr.nic.in)
- 2) Sr. Accounts officer (Admn.) O/o the PAG (A&E) J&K, Jammu for circulation amongst the staff members. The application(s) received may be forwarded to this office by due date.
- 3) Sr. Audit officer (Admn.) O/o the PAG (Audit) J&K, Srinagar / Jammu for circulation amongst the staff members. The application(s) received may be forwarded to this office by due date.
- 4) Secretary to PAG(A&E)
- 5) C.A. to DAG(A)
- 6) Assistant Director (Hindi Cell)
- 7) Notice Board (I & II)

Dy.Accountant General (Admn.)

BIO-DATA FOR THE POST OF LEGAL ASSISTANT

1.	Name (Block letters)	
2.	Designation	
3.	Date of birth and Age as on today	
4.	Category	
5.	Qualification i. Educational ii. Professional (Law Degree)	
6.	Office to which the applicant belongs i. Parent office ii. Present office	
7.	Date of entry into Government Service	
8.	Date of entry in IA&AD	
9.	i. Post held ii. Date of promotion to the present post iii. Date of confirmation & post in which confirmed iv. Basic Pay & Grade Pay v. Pay Band	
10.	Contact Number & Official email id	
11.	Any other information	

Date:

Place:

Signature of the applicant

It is certified that the above particulars furnished are correct as per our office records.

Signature of Branch officer/HOD(with stamp)