



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

Circular No. 79

Date: 18/02/2026

Sub: - Calling for volunteers to work as Caretaker.

Applications are invited from the staffs of the O/o the Principal Accountant General (Audit-I), O/o the Accountant General (Audit-II) and O/o the Director General of Audit (Central), Hyderabad, Branch at Odisha, Bhubaneswar who are willing to work as **Caretaker**, in the Level - 06 of the Pay Matrix (Group-"B" Non-Gazetted) in the Office of the Principal Accountant General (Audit-I), Odisha, Bhubaneswar. The eligibility criteria for the post of Caretaker is mentioned below-

ELIGIBILITY CRITERIA

(a) Holding analogous post in Level 06 of the Pay Matrix (erstwhile Pay Band-2 with Grade Pay of 4,200/-) on regular basis in the Department

(b) Desirable Qualification

(i) Experience in Armed Forces

or

(ii) Three years' service as Home Guard/Civil Defence Volunteer and training in at least "**basic**" or "**refresher**" Course in Home Guards or Civil Defences.

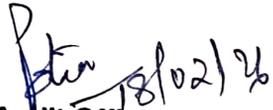
OTHER CONDITIONS

- The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed 3 (three) years.
- No deputation allowance is admissible for the post. However, the employee selected for the post shall be paid extra work allowance @ 2 % per month of the basic pay in terms of the provisions contained in the Ministry of Finance (Dept. of Expenditure) OM No. 12-3/2016-E-III (A) dated 20 July 2017.
- The tenure of the post shall initially be for a period of **one year** from the date of joining in the post and further extension shall be considered subject to continued suitability and willingness of the official concerned.
- Persons having requisite eligibility may submit their willingness in the prescribed proforma, so as to reach the Admn. (Audit-I) Section latest by 27 February 2026.**

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 Sr. 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 this circular in the entire Group including Field Parties.
8. Senior Audit Officer/ Admn, O/o the AG (Audit-II), Odisha, Bhubaneswar with request to circulate this circular in all the Groups including Field Parties.
9. Senior Audit Officer/ Admn, O/o the DD/CRA, Odisha, Bhubaneswar with request to circulate this circular in the office including Field Parties.
10. AAO/ DA&RC to upload this information in the office website.
11. Circular Guard File/ Notice Board.


Senior Audit Officer/Admn

FORMAT OF APPLICATION FOR DEPUTATION TO POST OF CARETAKER

1.	Name in Full (in Block Capitals)	:	
2.	Designation	:	
3.	Date of Birth	:	
4.	Section and Office where working	:	
5.	Present Scale of Pay	:	
6.	Date of continuous appointment in Senior Auditor Grade	:	
7.	Serial number in Gradation List of 03/2025	:	
8.	Details of Experience in the field of Defence/Civil Defence/Home Guard (Photocopies of certificates, if any, may be attached as proof.)	:	
9.	Contact No.	:	

Date:

Signature of the Applicant