



कार्यालय महालेखाकार (लेखा एवं हकदारी) मेघालय, शिलांग  
एम. जी. रोड, सचिवालय हिल्स, गर्वनर हाउस के सामने, पिन - 793001  
OFFICE OF THE ACCOUNTANT GENERAL (A&E) MEGHALAYA, SHILLONG  
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Circular No. Estt./3-37/Dep'tt Canteen/Vol-II/2026-2027/ 54 Dated: 22/05/2026

### DEPUTATION CIRCULAR

Applications are invited from Officials who are willing to be considered for appointment to the post of Manager and Asstt Manager cum Store Keeper in the Departmental Canteen of the Office of the Accountant General(A&E), Meghalaya, Shillong on Deputation basis as per details given below:

SN	Particular	Particulars
1.	<b>Name of the Post</b>	<b>Manager</b>
	<b>Classification</b>	General Central Service (Group-B) Non-Gazetted. Non-Ministerial.
	<b>Scale of Pay</b>	Level-6 in the Pay Matrix.
	<b>Eligibility Criteria- Officials of the Central Government</b>	<p>i) Holding analogous posts on regular basis in the parent cadre or department or</p> <p>ii) With 6 (six) years in the grade rendered after appointment thereto on regular basis in the posts in Level-5 in (₹ 29200-92300/-) of Pay matrix or equivalent in the parent cadre /department; or</p> <p>iii) With 10 (ten) years service in the grade rendered after appointment thereto on regular basis in posts in the Level-4 in (₹ 25500-81100/-) of Pay Matrix or equivalent in the parent cadre or department.</p> <p><b>Note1:-</b>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 and similarly, deputationist shall not be eligible for appointment by promotions.</p> <p><b>Note2 :-</b>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall originally not exceed three years.</p> <p><b>Note3:-</b> The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of application.</p>

	Educational Qualification	<p>i) Bachelor's degree in commerce or business studies or economics or public administration from a recognized University or Institute.</p> <p>ii) Two years' experience in Accounts work in any Government Office or PSU or Autonomous/Statutory Organization.</p>
2	Name of the Post	<b>Asstt. Manager cum -Storekeeper</b>
	Classification	General Central Service (Group-C) Non-Gazetted, Non-Ministerial.
	Scale of Pay	Level-4 in the Pay Matrix.
	Eligibility Criteria- Officials of the Central Government	<p>a. (i) Holding analogous posts on regular basis , or (ii) With at least 8(eight) years regular service in Level-2 in the Pay Matrix; and</p> <p>b. Three years experience in a Government Department or Undertaking in handling Stores or Accounts.</p> <p><b>Note 1:</b> The Department Officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, the deputationists shall not be eligible for consideration for appointment by promotions.</p> <p><b>Note.2:</b> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation of department of the Central Government shall ordinarily not exceeding 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p><b>Note.3:</b> For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which revised pay structure based on the recommendation of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay commission, except where there has been merger or more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
	Educational and other qualification	a) Bachelor's degree in commerce from a recognized University or bachelor's degree in any other discipline from a recognized University with one year Diploma in Bookkeeping or Store Keeping from recognized institution;

and

b) Three) years' experience in handling stores or accounts in a Government Department or Undertaking.

2. 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-4-2023 dated 27.01.2025 and DoPT OM No. FNo. 2/6/2016-Estt.(Pay 11) dated 22.04.2016 and subsequent amendments from time to time.

The Heads of the Department/Office are requested to forward the application of the willing and eligible officials who can be spared immediately in the event of their selection for the above posts. The recommendation accompanied with the following documents/certificates may kindly be sent to this office by 05.06.2026

- i. Bio-data in the prescribed proforma (**Annexure-A**)
- ii. Photocopies of complete and upto date ACR/APARs along with NRC , if any, for the last 5 years duly attested on each page.
- iii. Integrity Certificate/Vigilance Clearance Certificate: and

Digitally signed by  
Rupak Saha  
Date: 22-05-2026  
11:02:19

Sr. Deputy Accountant General(Adr

Memo.No.Estt-I/3-37/Deptt Canteen/Vol.II/2026-2027/

Dated: 22/05/2026

Copy forwarded for information to:

1. To All IAAD office.
2. To all other Central Government Offices
3. Sr AO Records- to upload the notification in office website
4. Steno to AG(A&E), Meghalaya, Shillong
5. P.S to Sr.DAG (Admn), Meghalaya, Shillong
6. All Branch Officers.
7. All AAOs/Supervisor with a request to bring the content of the circular to all their staff.
8. Notice Board

**Annexure A**

**APPLICATION FORM FOR DEPUTATION TO THE POST OF MANAGER AND ASSISTANT MANAGER CUM STORE KEEPER IN THE DEPARTMENT CANTEN OF OFFICE OF THE ACCOUNTANT GENERAL (A&E), MEGHALAYA SHILLONG**

पासपोर्ट आकार का  
नवीनतम फोटो  
चिपकाएं

**Affix recent  
Passport size  
photo**

1	Name of the Post applied for	
2	Name of the Official	
3	Designation	
4	Name of the Office	
5	Date from which the present post held	
6	Present Basic Pay and Pay level	
7	Date of Birth	
8	Qualification-	
	(a) Educational	
	(b) Professional	
	c. Other Qualification	
9	Mobile No. and e.mail ID	
10	Experience	
11	Additional information, if any, on professional training and work experience relevant to post	
12	Copy of APAR enclosed for the years including NRC/GapSheet	
13	Details of employment for last 10 years, in chronological order indicate name of the post, name of the office, pay level, period from - to	A separate sheet may be attached.

Date:  
**Applicant**

Place:

**Signature of the**

This is to certify that the above information furnished by the applicant is correct as verified from the records of the office.

with Seal)

(Signature of the Head Office