



OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E).
ODISHA, BHUBANESWAR – 751 001.

No.Admn/Welfare Asst. /354

Date:05.08.2026

To

All Heads of the Department
(as per mailing list)

Subject: Filling up the post of Welfare Assistant on deputation basis in the Office of the Principal Accountant General (A&E), Odisha, Bhubaneswar.

Sir / Madam,

Applications are invited from eligible officials who are willing for appointment as Welfare Assistant on deputation basis in Level-8 of Pay Matrix in the O/o the Principal Accountant General (A&E), Odisha, Bhubaneswar. The period of deputation is initially for a period of one (1) year and the continuance in the post will be based on the performance of the official.

Eligibility Criteria :

1. The official holding analogous posts on regular basis in the parent cadre or Department; or,
2. The official with combined regular service of 3 years in the grade of Sr. Accountant / Asstt. Supervisor.
3. The official 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;
4. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
5. Deputation Guidelines issued by Headquarters vide letter No.60-Staff(app-I)/14-2023 dated 27.01.2025 shall be strictly adhered to. The deputation allowance / pay fixation of the said post shall be as per extant rules.
6. Officials who are interested in the above assignment and satisfying the eligibility criteria, may submit their applications through proper channel along with following documents within 30 days from the date of notification to this office through e-mail.
 - Bio data of the applicant duly filled in and attested by Head of the Department (proforma enclosed)
 - Photocopies of the APARs for the last 5 years duly attested on each page.
 - Vigilance Clearance Certificate.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some organization or Department of the Central Government shall ordinarily not exceed three (03) years.

Applications received after the prescribed date will not be entertained.

Yours faithfully,

Encls : Biodata form

Sd/-

(Manoj Ekka)
Sr. Deputy Accountant General (Admn.)

Copy to :-

1. Branch Officer / EDP with a request to host the circular in the website.
2. Notice Board.



Sr. Accounts Officer /Admn

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
ODISHA, BHUBANESWAR
BIO DATA FOR THE POST OF WELFARE ASSISTANT

1.	Name in full (Shri/Smt/Ms)	
2.	Present Post held	
3.	a)Permanent Address	
	b)Present Address	
4.	Date of Birth	
5.	Qualifications iii) Educational iv) Professional	
6.	Office to which applicant belongs iii) Parent Office iv) Present Office	
7.	Whether belongs to SC/ ST	
8.	Date of entry into Government Service	
9.	Post & Date of entry into IA&AD	
10.	Date of entry to the current post	
11.	i)Whether probation period completed? ii)Number of years completed in the grade	
12.	Work experience in Welfare Activities / duties (may be detailed in separate sheet)	
13.	Proficiency in computers, Details may be given	
14.	Present Pay Level and Pay	
15.	Mobile Number and official email ID	
16.	Any other relevant details	

Date:

Place:

(Signature of Applicant)

It is certified that the above particulars furnished are correct as per our office records and no Disciplinary / Vigilance action is pending against him / her.

Signature of the Head of the Department (With Stamp)