

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-II, MAHARASHTRA,
NAGPUR**

No. HRM-I/A&E/WA/deptn/2023-24/ 03

Date 17/04/2023

CIRCULAR

One post of Welfare Assistant in Level 8 of Pay Matrix Rs. 47600-151100 "General Central Services Group 'B' Non-Gazetted Ministerial" (Ex-Cadre Post) is to be filled in this office by transfer on deputation basis. The conditions of eligibility are as under:-

1. Holding analogous posts on regular basis in the parent cadre of Department or **Asstt. Supervisors (Accounts) /Asstt. Supervisors (Audit)/Senior Auditors / Senior Accountants with combined regular three (3) years service** in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-7/Level-6 or equivalent Pay Level in the parent cadre of Department.
2. Possessing three years experience in the field of Welfare or community activities, House Keeping, Sports and Cultural Activities, Personnel Administration including settlement of Personal claims etc., are eligible for the said post.
3. The maximum age limit for appointment by deputation shall not exceed 56 years, as on the closing date of receipt of applications.
4. The post of Welfare Assistant is an ex-cadre post. The person appointed will be on deputation and the period of deputation shall ordinarily not exceed three years subject to his / her continued suitability.

Application complete in all respects, should reach HRM-I Section of this office in the format enclosed on or before **12-05-2023**.

Encl. : 1) Duties of Welfare Asstt.
2) Form of Bio-data

Sd/-

Sr. Deputy Accountant General (Admn)

No. HRM-I/A&E/WA/deptn/2023-24/ 133

Date 17/04/2023

Copy for information:

1. Sr.PS to Principal Accountant General.
2. All Group Officers Secretariat
3. Sr. Accounts Officer (I/C Welfare Officer)
4. The DAG (Admn), O/o the Accountant General (Audit)-II, Mah, Nagpur with a request to circulate the demand amongst the staff and forward the application received from eligible officials duly recommended to this office alongwith the countersigned bio-data and attested copies of APARs of the officials for the last 5 years.
5. The Dy. Director, Finance & Communication (Audit) Branch Nagpur, 440001 with a request to circulate the demand amongst the staff and forward the application received from eligible officials duly recommended to this office alongwith the countersigned bio-data and attested copies of APARs of the officials for the last 5 years.
6. Sr. Accounts Officer / L&S (4 copies for display on notice board in both buildings)
7. All Sections. The Asst. Accounts Officers / Supervisor are requested to bring the contents of the above circular to the notice of staff working in their sections.
8. Sr. Accounts Officer / EIS for uploading on Intranet.
9. Circular File /Spare


Sr. Accounts Officer / HRM-I

DUTIES OF WELFARE ASSISTANT

(1) HOUSE KEEPING:

- (a) Cleanliness of office buildings, premises and bath rooms including adequacy of water supply.
- (b) Cleanliness of premises of staff colony, if any, and security arrangements therefor.
- (c) Neatness of work place, including proper maintenance of furniture, removal of unwanted records, elimination of furniture, elimination of congestion in sections, adequacy of lighting and ventilation.
- (d) Adequacy of drinking water facilities.
- (e) Timely provision of hot and cold weather arrangements.
- (f) Parking lots for cycles, scooters and cars and ensuring their safety and protection against sun and rain.

(2) RECREATIONAL, CULTURAL AND COMMUNITY ACTIVITIES:-

- (a) Encouragement to players for participation in games.
- (b) Encouragement to persons possessing talent in music, dramatics, art, literary and other cultural activities and participation in the arrangements for variety entertainment, dramatic performances, art exhibition, Kavi Sammelans, Mushairas, Debates and Publication of office Magazine etc.
- (c) Arrangements for get-together & picnic.
- (d) Liaison with Recreation Club and if necessary with cooperative stores, credit society, house building society, etc.

(3) STAFF WELFARE

- (a) Giving personal hearing to individual members of staff regarding their difficulties or grievances.
- (b) Assistance to staff suddenly taken ill or those chronically ill. Helping in securing admission in place of treatment.
- (c) Supply of liveries to MTS employees.
- (d) Assisting in cases of need, families of persons on tour.
- (e) If possible, helping in cases of need in securing admission to education institutions. He would also deal with mater connected with various association, recreation club etc.

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**FORMAT OF APPLICATION FOR APPOINTMENT TO THE POST OF
WELFARE ASSISTANT**

1. Name in full :
2. Present Designation :
3. Date of Birth :
4. Date of appointment as
Sr. Accountant :
5. Educational Qualification :
6. Information regarding experience :
in the field of welfare or community
activities. House Keeping, Sports and
Cultural Activities, Personnel Administration
including settlement of Personal claims etc.,
(Attested copies of relevant certificates to
be enclosed)

Signature :

Nagpur

Name :

Date :

Designation :

ANNEXURE I

BIO DATA / CURRICULAM VITAE PROFORMA

1. Name and Address (in Block Letters)		
2. Date of Birth (in Christian era)		
3. i) Date of entry into service		
ii) Date of retirement under Central / State Government Rules		
4. Educational Qualifications		
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualifications / Experience required as mentioned in the advertisement / vacancy circular		Qualification / experience possessed by the officer
Essential		Essential
A) Qualification		A) Qualification
B) Experience		B) Experience
Desirable		Desirable
A) Qualification		A) Qualification
B) Experience		B) Experience
<p>5.1 Note : This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry / Department / Office at the time of issue of circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be intimated by the candidate.</p>		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post		
<p>6.1 Note : Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>		

7. Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

***Important :** Pay band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below :

Office / Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment, i.e. Adhoc or Temporary or Quasi Permanent or Permanent

9. In case the present employment is held on deputation / contract basis, please state

a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office / organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation

9.1 Note : In case of Officers already on deputation the applications of such officers should be forwarded by the parent cadre / department alongwith cadre clearance, vigilance clearance and integrity certificate.

9.2 Note : Information under column 9 (c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organisation but still maintaining a lien in his parent cadre / organisation.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. Additional details about present employment : Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

14. Total emoluments per month now drawn

Basic Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with scale of pay and rate of increment	Dearness Pay / interim relief / other Allowances etc., (with break-up details)	Total Emoluments

16. A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement. (Note : Enclose a separate sheet, if the space is insufficient)

<p>16. B Achievements : The candidates are requested to indicate information with regard to :</p> <p>(i) Research publications and reports and special projects.</p> <p>(ii) Awards / Scholarships / Official Appreciation</p> <p>(iii) Affiliation with the professional bodies / institutions / societies and</p> <p>(iv) Patents registered in own name or achieved for the organisation</p> <p>(v) Any research / innovative measure involving official recognition \</p> <p>(vi) Any other information.</p> <p>(Note : Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption / Re-employment basis. # (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non Government Organisations are eligible only for short term contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>S18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)
Address _____

Date : _____