



सं/No. Admn-II(Au)-Apptt/WA/21-22/ 611
भारतीय लेखा तथा लेखा परीक्षा विभाग,
कार्यालय, महालेखाकार (लेखापरीक्षा), बिहार
वीरचंद पटेल मार्ग, पटना-800001
Indian Audit & Accounts Department,
Office of the Accountant General (Audit), Bihar
Birchand Patel Marg, Patna 800 001

दिनांक/Date: 03.11.2021

To

All Heads of Departments of IA&AD
(As per mailing list)

Subject: Filling up of one vacant post of Welfare Assistant in O/o the Accountant General (Audit), Bihar, Patna on deputation basis -regarding

Sir/Madam,

Applications are invited for one (01) ex-cadre post of **Welfare Assistant** in the pay **Level 8** of Central Civil (Revised Pay) rules, 2016 in the office of **the Accountant General (Audit), Bihar, Patna** on deputation basis.

2. You are requested to sponsor the names of eligible and willing officials of your office, who are clear from vigilance angle and can be relieved of their duties immediately upon their selection for deputation to this office. Eligibility criteria for the said post is as under-

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) combined regular service of three years in the grade of Senior Accountants/ Senior Auditors and Assistant Supervisor (Accounts) /Assistant Supervisor (Audit); and
- (b) possessing three years' experience in the field of welfare or community activities, housekeeping, sports and cultural activities, personal administrations including settlement of personal claims.

3. The deputation terms of selected officials will be regulated in accordance with the extant rules. Selected official may opt for deputation (duty) allowance or pay fixation. Deputation (duty) allowance will be payable as under:

- (i) The Deputation (duty) allowance will be payable at the rate of 5% of the basic pay subject to maximum of Rs.4,500/-per month in case of deputation within the same station;
- (ii) In other cases, the Deputation (duty) allowance will be payable at the rate of 10% of the basic pay subject to maximum of Rs.9,000/-per month.

5. Maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.

4. The term of deputation will be initially for a period of one year and may be extended upto maximum 05 years thereafter, subject to his/her continued suitability and administrative convenience.

5. The applications of the Officers/Officials working in the office on deputation basis on normal terms & conditions shall be forwarded through their respective Parent Office(s).

6. The service particulars, bio-data (in duplicate), attested copies of Annual Performance Appraisal Report for the last five years of willing and eligible officials along with Disciplinary/Vigilance clearance certificate may kindly be sent to the undersigned latest by **25.11.2021**.

This issues with the approval of the Accountant General (Audit).

Yours faithfully,



Encl: Bio-data (Annexure)

Sr. Dy. Accountant General (Admn.)

Bio-Data

(For the post of Welfare Assistant)

1. Name of applicant:
2. Date of Birth:
3. Educational qualification:
4. Date & designation of appointment in the office:
5. Current designation:
6. Date of appointment to the current post:
7. Pay Level:
8. Length of combined regular service (in years) in the grade of Senior Accountants/
Senior Auditors and Assistant Supervisor (Accounts) /Assistant Supervisor (Audit):
9. Gradation List:
10. Place & experience of current posting:
11. Experience (in years) in the field of welfare or community activities, housekeeping,
sports and cultural activities, personal administrations including settlement of
personal claims:
12. Experience/ desirable qualification or reasons on ground of which applicant
considers himself fit for the applied post:

Place:

Sign of applicant:

Date: