

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL OF AUDIT
 NORTHERN RAILWAY, BARODA HOUSE, NEW DELHI

No. Admn/18-7/11/2014

Dated: 12.03.2025

12 MAR 2025

All Heads offices in IA&AD
 (Except overseas offices)

All Branch Officers
 Secretariats of this office

Sub: Appointment to the post of Welfare Assistant on deputation basis.

For assisting the Welfare Officer at Baroda House, New Delhi in staff welfare, recreational, cultural and community activities, a suitable person is to be appointed to the ex-cadre post of Welfare Assistant on deputation basis in this office at Level-8, pay range Rs.47600-151100 from amongst the following:

- (a) (i) Officers of the Central Government holding analogous posts on regular basis or equivalent in the parent cadre or
- (ii) Officers of the Central Government with 3 years in the grade of Senior Auditor and Assistant Supervisor.
- (b) Possessing three years' experience in the field of welfare or community activities, housekeeping, sports and cultural activities, personnel administration including settlement of personal claims etc.

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 organization/ department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

The eligible and willing Asstt. Supervisor/Sr.Auditor who have completed 03 years of combined service in the Asstt. Supervisors/Sr. Auditors cadre, and fulfill above eligibility criteria may give their willingness along with detailed service particulars in the attached proforma, attested copies of last 5 years APARs and details of Welfare/Social/ Cultural activities etc. they have undertaken, duly approved by their Head of Department. to this office latest by 21.03.2025. Willingness received after 21.03.2025 will not be entertained.

This issues with the approval of the Principal Director of Audit.

DA: As above.

12/03/25
 Sr. Audit Officer/Admn.

PFOFORMA

Application for the Post of Welfare Assistant on Deputation basis.

1. Name of Official :
2. Designation :
3. Present Level of Pay and Basic Pay :
4. Date of Birth :
5. Date of Appointment in Service :
6. Date of Appointment/
Promotion to the present
grade :
7. Educational Qualification :
8. Brief Particulars of Duties :
9. Experience :
10. Any other resume :

Date:

(Signature of the Candidate)