

ALL CIRCULATION**OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL,  
TREASURY BUILDINGS :: KOLKATA – 700 001**

Office Order No. PAGAEWB/02/02/17/2024-25/230

Date: 09.09.2024

**NOTICE**

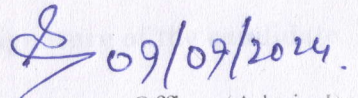
Applications are invited from the officials who possess the following criteria for appointment to the post of Welfare Assistant (an Ex-Cadre post to be filled in by transfer on deputation basis) in this office in the Level-8 of Pay Matrix under CCS (Revised Pay) Rules, 2016:-

- (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) With three years' combined service in the grade of Senior Accountant/ Senior Auditor (Level-6) and Assistant Supervisor (Level-7) rendered after appointment thereto on a regular basis in the parent cadre or Department; and  
(b) Possessing three years' experience in the field of welfare or community activities, housekeeping, sports and cultural activities, personal administration including settlement of personal claims.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed five (05) years. The maximum age limit shall not be exceeding 56 years as on the closing date of receipt of applications.

Eligible officials who fulfil the above criteria may forward their application in the enclosed proforma, copies of last 5 year APARs along with vigilance clearance certificate, duly approved by their Head of Department (HoD) to the Administration-I section of this office by 24.09.2024 through email (agaewestbengal@cag.gov.in).

[Authority: A.G.'s order dated 09/09/2024]

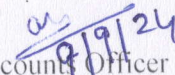
  
Senior Accounts Officer (Admin-I)

No. PAGAEWB/02/02/17/2024-25/1014

Date:09.09.2024

Copy forwarded for information and necessary action to:

1. All IA&AD offices (as per mailing list)
2. The Secretary to the Accountant General (A&E), W.B.
3. All Group Officers
4. All Branch Officers
5. Office website

  
Assistant Accounts Officer (Admin-I)



## PROFORMA

1. Name & Designation →
2. Date of birth →
3. Present pay/ pay level →
4. Present place of posting →
5. Date of appointment in the Government service, cadre →
6. Date of confirmation & Post in which confirmed →
7. Date of promotion to the present post →
8. Educational qualifications →
9. Particulars of Welfare or Community Activities, House Keeping, Sports and Cultural Activities, Personnel Admn. Including Settlement of personal claims duly supported by documents →
- 10 Any other achievements →

**Signature of the candidate**

**Date:**