



प्रधान महालेखाकार (लेखा एवं हकदारी), झारखण्ड का कार्यालय
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), JHARKHAND

CIRCULAR

Circular No. Confdl. Cell/deptn.- 211

Dated:- 29.07.2021

To,

All the Heads of Department of IA & AD including the Heads of all Central Government Offices;

Subject:- Filling up the vacant post of Data Entry Operator Grade 'A' on deputation basis - regarding.

Sir/Madam

This office requires the services of Data entry Operator (Grade A) on deputation basis immediately. The details are as under:-

Sl. No.	Name of the post	Pay Band
1	Data entry Operator Grade 'A'	2400/- Grade Pay

The application/s of official/s willing to serve in the Office of the Principal Accountant General (A&E) Jharkhand Ranchi, on deputation basis, in the abovementioned capacity may kindly be forwarded along with the following documents latest by 10.08.2021;

- Particular of applications (Bio-data) in the enclosed proforma;
- Vigilance clearance Certificate: it may be certified that no disciplinary/court/Vigilance Case is pending or contemplated against the applicant.
- Grading of APARs dossier for the last 3 years duly attested by the competent authority,
- The willing official/s should have completed at least two years of regular service;
- Name/s and application/s of willing official/s may be recommended and forwarded to the official email id of this office i.e. **agaejharkhand@cag.gov.in**. However, the applications of such officials who have already attained the age of 56 years or against whom the

पो. डोरण्डा, राँची - 834002 (झारखण्ड) P.O. Doranda, Ranchi - 834002 (JHARKHAND)

दूरभाष/ Telephone : 0651-2412942, 2412582 तार/ Telegram : PRINACCTTS RANCHI फैक्स/ Fax : 0651-2411745
E-mail : agaejharkhand@cag.gov.in

disciplinary proceeding/court cases are pending/contemplated or who are undergoing major/minor penalty need not be forwarded to this office.

The applicants, once selected will receive their level of pay plus admissible deputation (duty) allowance in accordance with the exiting rule/s. The initial term of deputation will be of three years or till such a date on which the vacancy is filled up by any means or natural attrition, whichever earlier. Further extension of the tenure may be considered subject to suitability and administrative convenience.


Senior Deputy Accountant General (Admin)

ANNEXURE - I
PROFORMA

- 1. Name :
- 2. Designation :
- 3. Date of Birth :
- 4. Date of commencement of services :
- 5. Date of superannuation :
- 6. Date of confirmation and post :
- 7. Educational & other qualifications :
- 8. Date of appointment of the present Post :
- 9. Present Pay and Pay Band :
- 10. Languages Known :
- 11. Experience

Read	Write	Speak
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Post held	Period (in Years)	Wing/Section	Remarks

Date

Signature of applicant

Signature of Head of the Office