



OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),  
ODISHA, BHUBANESWAR – 751 001.

No.Admn-I-Welfare Asst. /801

Date-31.10.2022

CIRCULAR

Applications are invited from eligible officials for 01(One) post of Welfare Assistant (Ex-Cadre) (Group B-Non-Gaz) in Pay Level-8 of Pay Matrix (Rs.47600/- to Rs.151100/-) on deputation basis in this office.

The eligibility criteria of the above post is mentioned below :-

Officials of the Central Govt. :

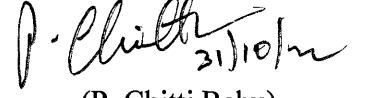
- (f) (i) Holding analogous posts on regular basis in the parent cadre or Department or  
(ii) With combined regular service of 3 years in the Grade of Senior Accountant and Assistant Supervisor in the Pay Matrix Level-6 / Level-7 or equivalent Pay Level in the parent cadre of Department.
- (g) Possessing three years experience in the field of Welfare or Community activities, Housekeeping, sports and cultural activities, Personal Administration including settlement of Personal claims etc.
- (h) The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
- (i) The Deputation (Duty) allowance will be payable at the rate of 5% of the basic pay subject to maximum of Rs.4500/- per month in the case of deputation within the same station.
- (j) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some organization or Department of the Central Government shall ordinarily not exceed three (03) years.

The deputation shall be initially for a period of one year extendable up to three years depending upon the performance of the official.

N.B. : Sr. Accountants having less than 3 years service in the grade possessing 3 years experience in the fields mentioned above may also be considered for the post.

Interested officials may submit their applications in Pro forma enclosed to undersigned by 15.11.2022.

Encl- As above.



(P. Chitti Babu)  
Sr. Accounts Officer (Admn.)

Copy to:-

1. Sr. Deputy Accountant (Works Accounts), Puri Branch Office.
2. Sr. Dy. Accountant General (Admn.) / Sr. Dy. Accountant General (Accounts, VLC)/ Deputy Accountant General (Pension) / Deputy Accountant General (Funds).
3. Sr. Prv. Secy. to Pr. AG(A&E) / Pr. AG Sectt.
4. The Branch Officer / Welfare.
5. The Branch Officer / EDP with a request to host the circular in the office website.
6. Notice Board.

## BIO DATA

1.	Name in Full (in Block Letters)	
2.	Fathers Name	
3.	Date of Birth	
4.	Designation	
5.	Permanent Address	
6.	Educational Qualification	
7.	Pay and Level in Matrix	
8.	Date of appointment in Govt. service/cadre	
9.	Date of promotion to the present cadre	
10.	Department examination passed	
11.	Experience ,if any	
12.	Email ID	
13.	Mobile Number	

Date-

Signature of the applicant

Signature of the Forwarding Officer of the office concerned.