



APPOINTMENT ORDER TO THE POST OF CLERK/TYPIST

With reference to her letter of acceptance of the offer of appointment, **Smti Kezhalenuo Yhome, daughter of Late Kevisatuo Yhome, Ex-Sr. Accountant** is appointed on Compassionate Ground to a temporary post of Clerk/Typist in the scale of **pay level of 2 of pay Matrix of VII CPC** plus allowances sanctioned by the Govt. of India from time to time in the A&E cadre of the office of the Principal Accountant General (A&E) Nagaland, Kohima w.e.f. **19/04/2021** (FN/AN). Her appointment will be governed by the following terms and conditions which have been accepted by her while responding to the office offer of appointment.

1. The appointment is purely temporary and will be governed by the C.C.S. (T.S) Rules 1965 and is liable to be terminated without assigning any reason under Rule 5 *ibid*.
2. (i) She will be borne in the cadre of the office of the Principal Accountant General (A&E), Nagaland, Kohima.
(ii) She is liable to be transferred to any branch/Zonal Office of the Accountant General (A&E), Nagaland, Kohima either in existence already or likely to be formed in future as well as to the separated Accounts Organization under the State Government, Government of India on such terms and conditions as maybe decided by the department made in the offices of PAG/AG.
3. The period of probation will be two years. This may, however, be increased or decreased at the discretion of the appointing authority/authority higher than the appointing authority. Her appointment will purely be temporary and may be terminated at one month's notice from either side.
4. During the period of probation, she will have to undergo training, if required for such a period at such and in such manner as may be prescribed. She may also be assigned regular duties during the period of training.
5. During probation she shall have to pass a test in the Regional Language of the State to which she has not already passed an examination of matriculation standard in that language. This provision is applicable only in the cases of compassionate appointment.
6. She will have to comply with the requirements of the C.C.S. (Conduct) Rules, 1964 and the plural Marriage Act. All rules or orders already in existence or issued from time to time regarding attendance, duties, discipline, conditions of service etc. will automatically be applicable to him.
7. If she belongs to a Schedule caste and professes a religion other than Hinduism/Sikhism or Buddhism, she should report any change of religion to the appointing authority immediately when such a change takes place.
8. She should give a declaration of her home town for the purpose of L.T.C. within 6 **(Six) months** from the date of entry into service.
9. She should pass a Departmental examination for Clerks in Accounts after undergoing training for confirmation in the post of Clerk/Typist and for promotion as Accountant on seniority quota.
10. She should pass Typing test at a speed of 35 words per minute in English or 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500 Key Depression Per Hour or 9000 Key Depression Per Hour respectively on an average of 5 key depression for each words) within such time limit and within such chances as prescribed by Comptroller & Auditor General of India for consideration of her eligibility for further promotion.

The other terms and conditions of appointment will be regulated as per the conditions accepted by the official laid down in the offer of appointment.

Authority: Pr. A.G's Approval at P/3^N of File No.Admn/A&E/PF/KY/2020-21.
Dated: 19/04/2021

Appointing authority:

Sd/-

Deputy Accountant General (A&E)

Memo No.Admn/A&E/PF/ KY/2020-21/63-72

Dated: 19/4/2021

Copy to: -

1. P.S. to Pr. A.G.(A&E).
2. P.A. to Dy. AG (A&E).
3. PAO (Local).
4. Advance Table.
5. Pay Bill Table.
6. Service Book / Personal File.
7. Gradation table.
8. Examination Table.
9. Smti Kezhalenuo Yhome, daughter of Late Kevisatuo Yhome, Ex-Sr. Accountant.
10. I.S Cell – for uploading in the office website.
11. Shri. V. S. Venkatanathan,
Asstt. Comptroller & Auditor General (N).
O/o the Comptroller & Auditor General of India
9,Deen Dayal Upadhyaya Marg,
New Delhi – 110 124. for information please.

Caranda
19/4/21

Deputy Accountant General (A&E)