## OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-I, MAHARASHTRA, MUMBAI -400 020

No. Admn-I/WO Apptt/Nagpur/ 66

Date: - 03-08-2021

## **CIRCULAR**

Subject: Appointment for the post of Welfare Officer in the O/o The Principal Accountant General (A&E)-II, Maharashtra, Nagpur.

The post of Welfare Officer is vacant in the Office of the Principal Accountant General (A&E)-II, Maharashtra, Nagpur. This office being the Cadre Controlling Authority carries out the process of filling up the ex-cadre post of Welfare Officer in that Office. The selection of Welfare Officer is done by UPSC.

The following is the eligibility criteria under Recruitment Rules for appointment to the post of Welfare Officer.

The officers of IA&AD as on 01-03-2021.

- (a) (i) with 5 years regular service in the grade of Sr.AO; or
  - (ii) with 7 years combined regular service in the grade of Sr.AO/AO; or
  - (iii) with 7 years regular service in the grade of AO and
- (b) belonging to the cadre of respective Cadre Controlling Authority are eligible for the post. The period of deputation would not ordinarily exceed 4 years.

The eligible and willing officers who desire to apply for appointment to the post of Welfare Officer in the O/o the Principal Accountant General (A&E)-II, Maharashtra, Nagpur should submit their application in triplicate in the prescribed proforma enclosed to Admn-I Section of this Office by 24-09-2021.

Sd/Deputy Accountant General /Admn

Encl: proforma of application.

No. Admn-I/WO Apptt./Nagpur/ 201

Date:- 03-08-2021

Copy forwarded for information and necessary action to:

- 1. Secretary to Principal Accountant General
- 2. The Dy. Accountant General/Admn, Office of the Principal Accountant General (A&E)-II, Maharashtra, Nagpur 440 001
- 3. Stenographer-I to all Group Officers
- 4. All Branch Officers
- 5. Sr. AO/Record-I for displaying on Notice Board
- 6. Sr.AO/EDP (SG) for uploading on office website
- 7. Spare Copy.

Sr. Accounts Officer/Admn-I

## CURRICULUM VITAE PROFORMA

- Name and Address in Block letters)
- Date of Birth (In Christian era)
- 3. Date of retirement under Central /State Government Rules
- 4. Educational Qualification
- 5. Whether Educational and other
  Qualifications required for the
  Post are satisfied, (If any qualification
  Has been treated as equivalent to the
  One prescribed in the Rules,
  State the authority for the same

Essential	(1) (2) (3)	Qualifications Experience Required	Qualifications/ Experience possessed by the officer
Desired	(1) (2)		

- 6. Please State clearly whether in the Light of the entries made by you, you meet the requirement of the post
- 7. Details of employment in chronological order. Enclose a separate sheet duly authenticated your signature, if the space below is insufficient.

Office/ Institution	Post held	From	То	Scale of Pay and Basic Pay	•	Nature of duties (in detail)

- Nature of present employment i.e. Ad-hoc or Temporary or Quasi Permanent or Permanent
- In case the present employment is held on deputation/contract basis, please state
  - a) The date of initial appointment
  - Period of appointment on Deputation/contract
  - Name of the parent office/ Organization to which you belong
- Additional details about present Employment.

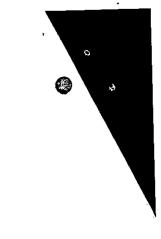
Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Govt.
- b) State Govt
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others
- Please state whether you are working in the same Department and in the feeder grade or feeder to feeder grade.
- 12. Are you in Revised Scale of Pay? If Yes, give the date from which the revision took place and also indicate the pre-revised scale
- 13. Total emoluments per month now drawn
- 14. Additional information, if any, which you would like to mention in support of your suitability for the post.

(This among other things may provide information with regard to

- (i) Additional academic qualification
- (ii) professional training and
- (iii) work experience over and above prescribed in the vacancy circular/Advertisement)

(Note: Enclose a separate sheet, if The space is insufficient)



## 16. Whether belongs to SC/ST

17. Remarks (The candidates may indicate Information with regard to (i) research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) affiliation with the professional Bodies/institutions/societies and (iv) Any other information (Note: Enclose A separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the 'Selection Committee at the time of selection for the post.

Signature of the candidate: Address:

Date:

Countersigned

(Employer with Seal)

