



सत्यमेव जयते

61/C'Accounts/Deputation  
No. 569 / Admn/Mis./2021-22

संख्या

भारतीय लेखा परीक्षा और लेखा विभाग  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
महानिदेशक, लेखा परीक्षा (खान) का कार्यालय  
OFFICE OF THE DIRECTOR GENERAL OF AUDIT (MINES)  
1-काउंसिल-हाउस-स्ट्रीट, कोलकाता-700 001  
1-COUNCIL HOUSE STREET, KOLKATA-700 001

दिनांक / Dated..... 30/07/2021

To

All offices of IA&AD

Subject : Filling up one post of Staff Car Driver (Ordinary Grade) on deputation basis.

Applications are invited from Group- C Staff in the Pay level I in Pay Matrix of 7<sup>th</sup> CPC working in the field offices of the IA&AD, who are willing to serve in the O/o Director General of Audit (Mines), Kolkata on deputation basis for filling up one post of Staff Car Driver (Ordinary Grade) on existing terms and conditions stipulated under DoPT OM No. 6/8/2009- Estt. (Pay II) dated 17.06.2010 and as amended from time to time.

The Eligibility Criteria for deputation are as follows.

Name of the Post	No. of Vacancy	Level in Pay Matrix	Eligibility
Staff Car Driver (Ordinary Grade)	01	Level 2 in Pay Matrix of 7 <sup>th</sup> CPC	Essential : i. Possession of valid driving license for motor cars. ii. Should be capable of removing minor defects in vehicle himself iii. Experience of driving a motor car for atleast 3 years. iv. Pass in 10 <sup>th</sup> standard.

The initial period of deputation shall be of one year and may be extended subject to suitability and administrative convenience.

The maximum age limit for appointment by deputation shall be "not exceeding 56 years" as on closing date of receipt of application.

The selected official will be entitled for Deputation (Duty) Allowance as per prescribed rate as stated in the DoPT OM No. 2/11/2017-Estt. (Pay II) dated 24.11.2017.

Further, while forwarding the application, the following documents should be furnished.

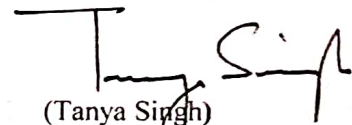
- Bio-data in the prescribed format. (Copy enclosed)
- Vigilance Clearance Certificate.
- Certified copies of APAR for the last 5 years.

Applications from the eligible and willing officials duly forwarded by the respective offices should reach this office latest by 16.08.2021.

This issues with the approval of the Director General.

Encl: As above

Yours faithfully,

  
(Tanya Singh)  
Director (Admn)

BIO DATA

1. Post applied for
2. Name of the applicant
3. Date of Birth
4. Father's Name
5. Date of appointment in Govt Service
6. Permanent Home Address
7. Present Address
8. Educational Qualification
9. Post held with pay scale and date from holding The present post
10. Work experience
11. Whether SC/ST/OBC

Signature of Applicant

Certificate by the Office

It is certified that the information furnished by the candidate has been verified from records and it is found to be correct did no major/minor penalty was imposed on the candidate and no disciplinary/vigilance case is pending/contemplated against on him as on date. It is also certified that the integrity of the candidate is beyond doubt.

(Signature of Head of Office with  
office seal)