



Office of the Director General of Audit
East Coast Railway
3rd Floor, North Block, Rail Sadan,
Samanta Vihar, Chandrasekharapur
Bhubaneswar-751017

CIRCULAR

Sub: Calling for volunteers for the post of Welfare Assistant.

Applications are invited from the eligible Senior Auditors fulfilling the eligibility criteria as given below to fill up **01 (one)** post of **Welfare Assistant** on deputation basis in Level 8 in the Pay Matrix in the Cadre Control of the O/o the Director General of Audit, East Coast Railway, Bhubaneswar. The selected incumbent will be based at HQ office, Bhubaneswar. Persons having requisite eligibility may submit their willingness in the prescribed proforma through proper channel, so as to reach Admn. section latest by **10th February 2022.**

ELIGIBILITY CRITERIA:

- (a) (i) Holding analogous post on regular basis in the parent cadre or Department
Or
(ii) With 03 (three) years service in the grade rendered after appointment thereto on a regular basis in Level 6 in the Pay Matrix.
- (b) Possessing three years experience in the field of welfare or community activities, House keeping, Sports and cultural activities, Personnel administration including settlement of personal claims, etc.
- (c) Maximum age limit shall not exceed 56 years of age as on closing date of application.

OTHER CONDITIONS:

- (a) Deputation to the post, initially, will be for one year, which may be extended up to maximum period of three years subject to continued suitability.
- (b) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization shall ordinarily not to exceed 03 (three) years.
- (c) No deputation allowance is admissible for the post.

- (d) Following conditions will be treated as disqualification for a candidate:
- (i) Who has entered into or contracted a marriage with a person having a spouse living.

or

- (ii) Who, having a spouse living, has entered into or contracted a marriage with a person.

Provided that The Central government may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

Duties : The duties of the Welfare Assistant will be to assist the Group Officer (Admn) and Sr. Audit Officer (Admn & RC) in discharging the staff welfare, House Keeping, Recreational, Cultural and community activities etc. as already laid down in the Headquarter's letter No. 3030-N2/62-83 dated 03.09.83 as amended from time to time (copy enclosed).


Sr. Audit Officer/Admn.

No. Admn/34-2D/2007/ 201

Date: 03.02.2022

Copy forwarded for information and necessary action to:-

1. All BO's at Headquarters and Division - With a request for wide publicity.
2. Secy. to Director General of Audit, East Coast Railway, Bhubaneswar.
3. Steno to Director of Audit, East Coast Railway, Bhubaneswar.
4. Notice Board.
5. All IAAD offices


Sr. Audit Officer/Admn.

FORMAT OF APPLICATION FOR DEPUTATION TO WELFARE ASSISTANT

1. Name in full (in Block Capitals) :
2. Designation :
3. Date of Birth :
4. Section and Office where working :
5. Present Scale of Pay :
6. Date of continuous appointment :
7. Total Services rendered in Level 6 :
(as on 01.01.2022)
8. Details of Experience in the field of :

welfare or community activities, House
keeping, Sports and cultural activities,
Personnel administration including
settlement of personal claims, etc.
**(photo copies of certificates, if any, as proof
may be attached). In case space is not
sufficient, a separate sheet may be attached.**

Date :

Signature of applicant.