

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) उत्तर प्रदेश, प्रयागराज

सं० प्र० म० ले०(लेखापरीक्षा-प्रथम)/प्रशासन/फा० सं० 752/2022-23/ 489  
दिनांक: 15.06.2022

**Sub: Filling up of vacant posts of Data Entry Operator (Grade-A) on deputation basis-regarding.**

Applications are invited through proper channel for filling up the vacancies in the cadre of Data Entry Operator (Grade-A) in this office in Level 04 of the Pay Matrix on deputation basis from willing officials in the IA&AD offices subject to the following conditions:

- (i) The deputation is only temporary and does not give any right for confirmation or indefinite retention of the person in the office to which he or she is being deputed. The deputation shall be initially for a period of one year which may be extended on yearly basis subject to continued suitability and administrative convenience.
- (ii) The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
- (iii) The deputationist will be entitled for Deputation Allowance, as applicable, in accordance with relevant instructions of DoPT as amended from time to time.
- (vi) Once taken on deputation, the official shall be liable to be posted to any office under the cadre control of Principal Accountant General (Audit-I) U.P. either in existence or may be created in future.
- (vii) The deputationist may be surrendered/replaced without assigning any reason. He/she may be repatriated to the parent office without notice, if the deficit in the cadre is made up by the staff of this office.

Willing officials holding analogous posts on regular basis may submit their application giving full service particulars and bio-data in the enclosed proforma through the Head of Office which should reach this office within 30 days of issue of the circular.

**Encl:** Annexure

*ए.ए.सी. 15/06/22*  
Sr. Dy. Accountant General/Admn.

To

All Heads of Department  
In IA & AD Offices  
As per mailing list (except Overseas Offices)

**Annexure**  
**Application for the post of Data Entry Operator Grade-A on deputation basis**

1	Name of the official		
2	Designation		
3	Name of the Parent Office		
4	Date of birth		
5	Educational/professional qualifications		
6	Date of appointment and post in which appointed		
7	Date of appointment to the present post		
8	Month and year of passing SOGE/SAS, if passed		
9	Present Pay- Level/Basic Pay		
10	Work experience (may enclose separate sheet, if necessary)		
11	Contact Number		
12	E-mail ID		
13	Any other particulars worth mentioning		

(Signature of applicant)

**CERTIFICATE**

- (i) It is certified that the information furnished by \_\_\_\_\_ is correct as verified from the records of this office.
- (ii) No disciplinary/vigilance case is pending or contemplated against the official.
- (iii) No major/minor penalty has been imposed upon the official during the last five years.
- (iv) His/her integrity is certified.
- (v) Attested copy of APAR for the last five years is enclosed.
- (vi) In the case of selection, he/shall be relieved immediately.

**Signature of the Head of Office**