

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा - I) , गुजरात, राजकोट

No. Admn/ Aud/ Estates/

परिपत्र संख्या : 26 दिनांक : -28.11.2022

In terms of provisions of Manual of Standing Orders (Estates), this office has been designated as Estate Office for all IA&AD offices at Rajkot Station and Pr. Accountant General (Audit-I), Gujarat is the Estate Manager.

As per Para 1.4 of MSO (Estates), the Estate Management Section (EMS) will have representation from all IA&AD offices at the station, in proportion to their staff strength and all posts in the EMS shall be '*Ex-cadre*' posts.

Accordingly, applications are invited from both the IA&AD Offices situated at Rajkot to fill up the following posts for Estate Management Section:

Sr. No	Post	Number of posts	Eligibility
1	Sr. Audit Officer	01	All Sr. Audit Officers/ Sr. Accounts Officers

The officials deputed to EMS from various offices at the station shall have *a minimum tenure of 2 years.*

Willing and eligible officials from this office may submit their applications directly to Administration section along with their bio-data in prescribed format.

Applications from O/o PAG (A&E), Gujarat, Rajkot may be forwarded for consideration along with following documents through proper channel:

- Bio-data in prescribed format.
- Vigilance/ Disciplinary Clearance Certificate.
- Certificate to the effect that information given by the applicant is correct.
- Certified copies of APARs for the last five years.
- Details of major/ minor penalty imposed, if any, during last five years.

The applications should reach Administration section on or before **02.12.2022.**

(प्राधिकार:- प्रधानमहालेखाकार के आदेश दिनांक:-28-11-2022)

Encl: Bio data format

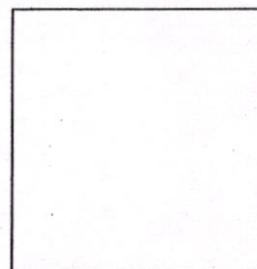
कलनाश्रित
28/11/22
उप महालेखाकार/प्रशासन

प्रति:

1. Secy. to Pr. Accountant General
2. Secy. to Pr. Accountant General (A&E), Gujarat, Rajkot
3. Sr. Dy. Accountant General/ Admn, O/o PAG (A&E), Gujarat, Rajkot
4. Dy. Accountant General/ AMG I
5. Dy. Accountant General/ AMG II
6. Dy. Accountant General/ AMG III
7. Sr. Audit Officer/ Bills
8. Sr. Audit Officer/ GOM
9. Sr. Audit Officer/ Estate
10. Sr. Audit Officer/ ITA
11. Sr. Accounts Officer/ Admn, O/o PAG (A&E), Gujarat, Rajkot – for circulation
amongst eligible staff
12. PAO/ IAD, Rajkot
13. All staff of this office (By e-mail)
14. EDP Cell for uploading on website
15. Hindi Cell for translation
16. Office Order File

BIO DATA

LATEST PASSPORT SIZE PHOTO



1	Name in full (Shri/Smt/Ms) In Capital letter	
2	Present post held	
3	Date of appointment/ promotion to present post	
4	Date of birth	
5	Qualification 1. Educational 2. Professional	
6	Office to which applicant belongs	
7	Whether belongs to SC/ST	
8	Proficiency in computer (Details may be given)	
9	Present Pay and Pay Level	
10	Description of work experience (Attach separate sheet, if required)	
11	Mobile No. Official email id	
12	Any other relevant details	

Date :

Place: Rajkot

Signature of the applicant

Signature of the Head of Office
(With stamp)