

I/159734/2022

O/o the Director General of Audit, S.E.C. Railway, Bilaspur

Date:30/11/2022

To

All Offices of IA&AD

as per mailing list (cag-all-offices@ismgr.nic.in)

Sub: Filling up the posts of PA/ Stenographer-II and DEO Grade-A in O/o the Director General of Audit, South East Central Railway, Bilaspur.

Madam/Sir,

Applications are invited through proper channel for filling up vacancies in the cadre of PA/Stenographer-II and DEO Grade-A in O/o the Director General of Audit, South East Central Railway, Bilaspur on deputation basis. The details of eligibility criteria and other terms and conditions of deputation are detailed below:

Sl. no.	Name of the post	Eligibility criteria
1	PA/ Stenographer	1. Holding PA/ Stenographer- II post on regular basis in the parent cadre. 2. Having good knowledge of Computers.
2	DEO Grade-A	1. Holding analogous post on regular basis in the parent cadre. 2. Having good knowledge of Computers.

The general terms and conditions of deputation are as under:

1. The deputation will be initially for a period of one year subject to extension considering administrative convenience and availability of vacancy.
2. The age of official should not exceed 56 years as on 01.11.2022
3. Deputation duty allowance would be admissible as per the existing rules.

Application of willing officials, in the enclosed format, who fulfil the above criteria, may kindly be forwarded along with the following documents to the undersigned latest by 31.12.2022

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- i. Particulars of applicant/Bio-data/(Annexure enclosed)
- ii. Vigilance clearance certificate.
- iii. Attested copies of ACRs/APARs for the last five years.

This issues with the approval of the Director General of Audit.

Enclosed: Biodata
form

Yours
faithfully,
sd./-
Director

BIO-DATA

Sl. No.	Description	Details
1	Name of the Applicant (In Block Letters)	
2	Personnel Number	
3	Date of Birth (in Christian era)	
4	Designation	
5	Total Emoluments	
6	Date of appointment	
	(i) in Central Government (ii) in IA & AD	
7	Whether belong to SC/ST	
8	Educational Qualifications	
9	Knowledge of Computers	
10	Working Experience (Attach separate sheet if space provided is not sufficient)	
11	Any other relevant information	

I certify that the above particulars are correct to the best of my knowledge. Further, I certify that in the event of my selection, I will not withdraw my willingness under any circumstances.

Recommendation of the Group Officer:

Date and signature of the official

Name :

Section :

Office :

e-mail ID :

Mobile No :