

कार्यालय- प्रधान निदेशक लेखापरीक्षा, वित्त एवं संचार,
शामनाथ मार्ग, दिल्ली-54

संख्या-प्रशा-1/P-5/फा-50/11-12/W.A./1067

दिनांक: 06.12.2022

To.

All Heads of Department of IA&AD

Sub.: Filling up of one post of Welfare Assistant in O/o Principal Director of Audit, Finance & Communication, Delhi on deputation basis -reg.

Sir/Madam,


Applications are invited for one (01) post of Welfare Assistant in the Pay Level-8 of CCS (revised Pay) Rules, 2016 in the office of the Principal Director of Audit, F&C, Delhi (Central office) on deputation basis on usual terms & conditions stipulated in DopT OM no F.N.2/6/2016-Estt. (Pay-II) dated 22.04.2016 as amended from time to time

1. The eligibility criteria for deputation are as under
 - a) i) Holding analogous post on regular basis in the parent cadre or department **or**
 - ii) Combined regular service of three years service in the grade of Senior Accountants/ Senior Auditors and Assistant Supervisor (Accounts) /Assistant Supervisor (Audit) **and**
 - b) Possessing three years' experience in the field of welfare or community activities, housekeeping, Sports and cultural activities and personal administrations including settlement of personal claims.
2. The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications
3. The main consideration for selection for the post will be suitability and aptitude of the candidate for Welfare Assistant and Not seniority.
4. The term of deputation will be initially for a period of one year extendable on annual basis subject to his/her continued suitability and administrative convenience.
5. The selected official will be entitled for deputation allowance as applicable in accordance with the relevance instructions of DoPT as amended from time to time.

It is requested that the bio-data, attested copies of Annual performance Appraisal Report for the last five years of willing and eligible officials along with Disciplinary/Vigilance clearance certificate may kindly be sent to the undersigned **latest by 05.01.2023**.

This issues with the approval of PDA, F&C, Delhi

Encl. Bio Data form

Yours faithfully,


Dy. Director (Hqrs.)

Copy to

1. Notice board, o/o PDA, F&C, Delhi
2. All Branch Audit Offices of F&C organization

Bio-Data

(For the post of Welfare Assistant)

1. Name of applicant:
2. Date of Birth:
3. Educational qualification:
4. Date & designation of appointment in the office:
5. Current designation:
6. Date of appointment to the current post:
7. Pay Level:
8. Length of combined regular service in the grade of Senior Accountants/ Senior Auditors and Assistant Supervisor (Accounts) /Assistant Supervisor (Audit):
9. Gradation List:
10. Place & experience of current posting:
11. Experience in the field of welfare or community activities, housekeeping, sports and cultural activities, personal administrations including settlement of personal claims:
12. Experience/ desirable qualification or reasons on ground of which applicant considers himself fit for the applied post:

Place:

Sign of applicant:

Date: