

**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT,**  
**NORTH WESTERN RAILWAY, JAIPUR**

No. Au/HQ/Admn/IX/Apptt. of Welfare Assistant/2022-23/ 1582 Date: 27~~29~~ 03-2023  
27. 3. 2023

To,

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

**Sub:- Filling up of one post of Welfare Assistant in O/o Principal Director of Audit,**  
**North Western Railway, Jaipur on deputation basis -reg.**

Sir/Madam,

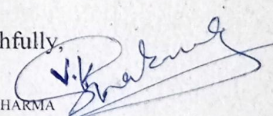
Applications are invited for one (01) post of Welfare Assistant in the Pay Level-8 of CCS (revised Pay) Rules, 2016 in the office of the Principal Director of Audit, North Western Railway, Jaipur on deputation basis on usual terms & conditions stipulated in DoPT OM no. F.N. 2/6/2016-Estt. (Pay-II) dated 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 30.04.2023.**

This issues with the approval of PDA, NWR, Jaipur.

Yours faithfully,

  
VINOD KUMAR SHARMA  
Sr. Audit Officer (Admn.)  
North Western Railway, Jaipur

Encl: Bio Data form

Forwarded for information and necessary action to:-

1. Notice Board
2. All Branch Officers, Office of the PDA, NWR

## **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. Place & experience of current posting:
10. Experience in the field of welfare or community activities, housekeeping, sports and cultural activities, personal administrations including settlement of personal claims:
11. Experience/ desirable qualification or reasons on ground of which applicant considers himself fit for the applied post:
12. Computer knowledge: (Yes/No)

**Place:**

**Sign of applicant:**

**Date:**