

BIO-DATA/ CURRICULUM VITAE

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	Date of entry into service	
(i).		
(ii)	Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same.)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/experience possessed by the officer
Essential		Essential
A) Qualification		A) Qualification
B) Experience		B) Experience
Desirable		Desirable
A) Qualification		A) Qualification
B) Experience		B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>		

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government undertaking e) Universities f) Others</p>			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
14. Total emoluments per month now drawn			
Basis Pay in the PB	Grade Pay	Total emoluments	

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basis pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc., (with break-up details)	Total emoluments
<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects. (ii) Awards/Scholarships/Official Appreciation. (iii) Affiliation with the professional bodies/institutions /societies and; (iv) Patents registered in own name or achieved official recognition. (v) Any research/innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet, if the space is insufficient)</p>		
17. Please state whether you are applying for deputation (ISTC)/Absorption /Re-employment Basis.#(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government organizations are eligible only for Short Term Contract.)		
# (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").		
18. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address-----

Date-----

Certification by the Employer/Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. if selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.-----

- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer/Cadre controlling Authority with Seal)

Annexure-'B'

Composite Statement of Cadre Clearance, Integrity Certificate, Vigilance Clearance, Major/Minor Penalties, etc.

Sl. No.	Name of the Officer/Officials	Cadre clearance	Integrity Certificate/clearance	Vigilance Certificate/clearance	Statement of major/minor penalties, if any, imposed upon the Officer/Official during last 10 years
1	2	3	4	5	6



भारत सरकार
GOVT. OF INDIA
प्रधान महालेखाकार (ले. एवं ह.) का कार्यालय, असम
OFFICE OF THE PR ACCOUNTANT GENERAL (A&E) ASSAM
मैदामगांव, बेलतला, गुवाहाटी - 781 029
MAIDAMGAON, BELTOLA, GUWAHATI - 781 029



Circular No. Admn.1/PAG/WO/8-11/2023-24/07

Dated: 25-04-2023

Applications are invited from eligible Sr. Accounts Officers/Sr. Audit Officers to fill up the post of Welfare Officer in the Office of the Principal Accountant General (A&E) Assam, Guwahati by transfer on deputation basis in accordance with the Indian Audit & Accounts Department (Welfare Officer) Recruitment Rules, 2000.

Nature of Post : Welfare Officer.
Classification : General Central Service, Group 'A' Gazetted Non-Ministrial.
Scale of Pay : Level-11
Period of Deputation : Period of deputation ordinarily not to exceed four years.
Eligibility Conditions: (a) Five years regular service in the grade of Sr. A.O as on **25-04-2023**.
(b) Seven years combined regular service in the grade of Sr. A.O/A.O as on **25-04-2023**.

While working as Welfare Officer, the selected officer will be entitled to the pay of the post in the scale of pay in the Pay Matrix Level 11 or his Level as Sr. A.O. plus deputation (duty) allowance in accordance with the Ministry of Finance OM No. 10(24)E-III/16 dated 04-05-1961 as amended from time to time.

Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Further, in case the officer is selected as Welfare Officer but refuses to hold the post later on, no fresh offer of appointment will be made to him for a period of one year.

The eligible Sr. A.Os, are therefore, requested to intimate whether they are willing to be considered for appointment to the post of Welfare Officer without any pre-condition. If they are willing, they may please submit CV Proforma (enclosed), duly filled in and signed, by **25-06-2023** along with their applications in triplicate.

The applications/CV should be accompanied by certificates/documents in support of qualification and experience claimed by the candidate

Applications received after the specified date will not be considered.

In case eligible officers from the Office of the Pr. Accountant General (A&E) Assam are not willing to apply for the post, they must send their unwillingness to Sr. Accounts Officer (Admn.), Office of the PAG (A&E) Assam, Guwahati within the prescribed date.

Pro-forma willingness / unwillingness Letters of Officers may be furnished in triplicate.

Sd/-
(N. Maisnam)
Sr. Deputy Accountant General (Admn.)

No. Admn.1/PAG/WO/8-11/2022-23/ 281-286

Dated: 25-04-2023

1. The Secy. to the Pr. A.G. (A&E) Assam, Guwahati.
2. All IA & AD Offices in India
3. Stenos attached to Sr. DAG (Admn.), DAG (Pen, A/Cs, GE & VLC)
4. All eligible Sr. Accounts Officers of this office :
 - i. Shri Satyabrata Dhar, Sr. A.O
 - ii. Shri Kamal Ch. Nag, Sr. A.O
 - iii. Shri Purnendu Barman, Sr. A.O
 - iv. Shri Nihar Lodh, Sr. A.O
 - v. Shri Dilip Kumar Roy, Sr. A.O
5. Admn.1 Circular File.
6. All Notice Boards.



(R. Das)

Sr. Accounts Officer (Admn.)