

**OFFICE OF THE DIRECTOR GENERAL OF COMMERCIAL AUDIT, A.G
OFFICE COMPLEX, SAIFABAD, HYDERABAD - 500 004**

No.DGCA/A/11/13/2023-24/12\

Date 23.08.2023

NOTIFICATION

Applications are invited from the eligible officials for Welfare Assistant (Ex-cadre deputation post) in this Office in the Pay Matrix Level-8 (Rs.47,600-1,51,000). The period of deputation will be initially for a period of one year. No deputation allowance will be admissible.

Eligibility:-

Officials:-

- (a) (i) Holding analogous post on regular basis in the Parent Cadre or Department; or
(ii) With combined three years service in the grade of Senior Accountants/ Senior Auditors and Asst. Supervisors (Accounts) / Asst. Supervisor (Audit)
And
- (b) Possessing three years experience in the field of Welfare or Community activities, House Keeping, Sports and Cultural Activities, Personnel Administration including settlement of Personal claims.

The age of the applicant should not exceed 56 years of age as on 15.09.2023.

Officials fulfilling the above requirement may submit their applications to the Sr. Audit Officer (Admn) in the prescribed format (enclosed) on or before 15th September 2023.


Sr. Audit Officer (Admn)

1. For circulation in Main Office
2. O/o. Dy. Director, Visakhapatnam with a request to circulate all the LAPs.
3. Notice Board
4. All Offices of IA & AD

Bio-data for the post of Welfare Assistant

1. Name of the Applicant :
2. Designation & Pay Level :
3. Date of Birth :
4. Qualifications :
 - (a) Educational
 - (b) Professional
5. Date of appointment in the Department :
6. Date of appointment in Sr.Accountant/Sr. :
Auditor
7. Date of appointment in Asst. Supervisor :
Cadre
8. Proficiency in Computers :
9. Details regarding Welfare/Sports/
Cultural/Community/House Keeping
Activities with supporting documents
(if any) :
10. Any other information which the
applicant wishes to furnish :

Signature of the applicant

Designation :
Section :
Office :
ID No :
Mobile No :