

ALL CIRCULATION

**OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL,
TREASURY BUILDINGS :: KOLKATA - 700 001**

Office Order No. PAGAEWB/02/02/17/2024-25/166

Date: 19.07.2024

NOTICE

Applications are invited from the officials of the Central Government:-

- (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or
(ii) With three years' combined service in the grade rendered after appointment thereto on a regular basis in the Level-6 and Level-7 of the pay matrix under CCS (Revised Pay) Rules, 2016 in the parent cadre or Department; and
(b) Possessing three years' experience in the field of welfare or community activities, housekeeping, sports and cultural activities, personal administration including settlement of personal claims.

for appointment to the post of Welfare Assistant (an Ex-Cadre post to be filled in by transfer on deputation basis) in this office in the Level-8 of Pay Matrix under CCS (Revised Pay) Rules, 2016.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed five (05) years. The maximum age limit shall not be exceeding 56 years as on the closing date of receipt of applications.

Application in the enclosed proforma should reach Administration-I section by 05.08.2024.

[Authority: Sr. D.A.G(Admn)'s order dated 18.07.2024]

Senior Accounts Officer (Admin-I)

No. PAGAEWB/02/02/17/2024-25/662

Date: 19.07.2024

Copy Forwarded to:

1. The Secretary to the Accountant General (A&E), W.B.
2. All Group Officers
3. The Senior Accounts Officer (Welfare)
4. All Branch Officers
5. All Sections
6. Official website for upload

Assistant Accounts Officer (Admn-I)

PROFORMA

1. Name & Designation →
2. Date of appointment as Sr. Accountant/ Assistant Supervisor/ Stenographer Grade-I or, analogous post →
3. Sl No. & Page No. of the Gr. List as on 01.03.2023 →
4. Date of confirmation & Post in which confirmed →
5. Particulars of Welfare or Community Activities. House Keeping, Sports and Cultural Activities, Personnel Admn. Including Settlement of personal claims duly supported by documents →