

कार्यालय
प्रधान महालेखाकार (लेखापरीक्षा)
मेघालय, शिलाँग - 793001
“ऑडिट भवन”



OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL
(AUDIT)
MEGHALAYA, SHILLONG - 793001
“AUDIT BHAWAN”

पत्र. सं. / No.: Admn/Audit/40

दिनांक / Dated: 06.06.2025.....

कार्यालय आदेश/ Office Order

Applications are invited in the attached format from interested employees in Pay Matrix Level 6 for maintenance work in the Office of the Principal Accountant General (Audit) Meghalaya, Shillong.

1. Employees drawing a salary from Pay Matrix Level 1 to 6 can apply for the post of caretaker.
2. The employee selected for performing duties as Caretaker will be given 'Additional Work Allowance' at the rate of 2 percent of the basic salary.
3. The initial period of deputation will be for 1 (one) year and maybe extended thereafter subject to suitability and administrative convenience.
4. The responsibility of the caretaker shall be to assist the Estate Officer of the Office of the Principal Accountant General (Audit) Meghalaya, Shillong in safeguarding, upkeep and maintenance and day today administration of Principal Accountant General (Audit) Meghalaya, Shillong, Lyndhurst Estate, Laitumkhras and Accounts and Audit Estate, Motinagar, Shillong.

Interested officials may submit their willingness and application to this office at the latest by 30th June 2025.

Sd/-
Sr. Deputy Accountant General (Admn)

Memo No. Admn/Audit/4-3/2025-26/ 458-59
Copy forwarded for information to:-

Date: 06.06.2025

1. All IA&AD offices as per mailing list.
2. All Notice Boards.

Establishment Officer

**BIODATA OF THE OFFICIAL WHO APPLY FOR THE POST OF CARETAKER IN
THE OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT),
MEGHALAYA, SHILLONG**

1. Name & Designation :
2. Date of Birth :
3. Date of Appointment in the IA&AD :
4. Permanent Office :
5. Date of Promotion as Auditor/Accountant :
6. Educational Qualification :
7. Date of Confirmation :
8. Experience :

Signature of the Applicant

Date: