

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



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

संख्या/No. Admn/Audit/Deptn./Folder-124/2025-26/3241

दिनांक/Dated: 27.02.2026

सेवा में/To

भारतीय लेखापरीक्षा एवं लेखा विभाग के सभी कार्यालयों के विभागाध्यक्ष
The Head of Department in all offices of IA & AD.
(ई-मेल सूची के अनुसार/ As per mailing list)

विषय/Sub : प्रतिनियुक्ति के आधार पर स्टेनोग्राफर ग्रेड II के संवर्ग में रिक्तियों को भरना

Filling up of vacancies in the cadre of Stenographer Grade II on deputation basis.

Sir/Madam,

The Office of the Principal Accountant General (Audit), Meghalaya, Shillong invites applications from eligible candidates to fill up the following vacant post by transfer on deputation basis:

Sl. No	Posts	No. of Post	Eligibility Criteria	Particulars/requirements
1.	Stenographer	01	Holding the post of Stenographer Gr. II	1. Minimum two years' experience in an analogous post on regular basis. 2. Basic computer knowledge and e-office.

2. The deputation guidelines issued by Headquarters vide letter No.60-Staff (App-I)/14-2023 dated 27.01.2025 shall be strictly adhered to and the deputation allowance/pay fixation of the said post shall be as per extant rules.

3. Applications for the ibid-mentioned post, from eligible candidates who are willing to be considered for deputation to the Office of the Principal Accountant General (Audit) Meghalaya, Shillong may be forwarded to this office on or before 27 March 2026 along with their Bio data (as per Annexure enclosed), certified copies of APARs duly attested on each page of last five years and Vigilance/Disciplinary/Court Clearance Certificate.

4. The term of deputation will be initially for a period of one year only, which may be extended thereafter, subject to continued suitability of the official and administrative convenience. While working in this office, the selected official will draw his/her basic pay plus admissible deputation allowance.

5. The deputationist will be reverted to his/her parent cadre in case of posting of regularly recruited Stenographer to the said post.

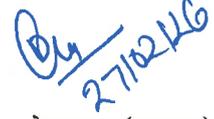
6. Maximum age for appointment by deputation shall not exceed 56 years as on date of application. Applications of officials already working on deputation basis in other offices on normal terms and conditions shall be forwarded through their respective parent offices. The officials working on deputation basis shall not have right to absorption in any post in this office.

यह प्रधान महालेखाकार के आनुमोदन से जारी किया जा रहा है

This issues with the approval of Principal Accountant General.

Encl: As stated above.

Yours faithfully



वरिष्ठ उप महालेखाकार (प्रशासन)

Sr. Deputy Accountant General (Admn.)

PROFORMA

Application for the post Stenographer Grade II on deputation basis.

1. Name (in capital letters) :
2. Name of the parent Office :
3. Designation :
4. Present Pay/ Pay Band :
5. Date of birth :
6. Date of appointment in IA & AD :
7. Date of promotion to the present Grade :
8. Educational Qualification :
9. Brief Particulars of duties being performed :
10. Experience :
11. Permanent residential address :
12. E- mail id & Mobile Number :
13. Other information, if any :

Place:

Date:

Signature of Applicant.

CERTIFICATE

This is to certify that the information furnished by _____ is correct as verified from the records of this office.

Signature of Head of the Office with seal