

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा)
हिमाचल प्रदेश, गॉर्टन कैसल
शिमला - 171 003



Office of the Principal Accountant General (Audit)
Himachal Pradesh,
Gorton Castle, Shimla-171 003

संख्या: प्रशा०/ले०प०/प्रतिनियुक्ति/कैटीन स्टाफ/I/1360528/2026 दिनांक: 23-03-2026

To

All Heads of Department (in IA&AD)

(Except Overseas Audit Offices)

Subject: Filling up the vacant post of 'Manager' in the Type 'B' Departmental Canteen on deputation basis-reg.

This office intends to fill up one vacant post of Manager in Level-6 (Rs. 35,400- Rs. 1,12,400) of pay matrix of Central Civil Service (Revised Pay) Rules, 2016, in Type 'B' Departmental Canteen of this office, on deputation basis amongst officials possessing the following eligibility and qualifications.

Sl. No.	Name of post	Eligibility criteria
1.	Manager	<p>1. Officials of the Central Government</p> <p>a. holding analogous post on regular basis in the parent cadre or department, or</p> <p>b. with six years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level 5 of pay matrix or equivalent in the parent cadre or Department; or</p> <p>c. with 10 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 of pay matrix or equivalent in the parent cadre or Department and</p> <p>b) Possessing the following educational qualifications and experience</p> <p>1. Bachelor's degree in Commerce or Business Studies or Economics or Public Administration of a recognized University or Institute and</p> <p>2. two years' experience in Accounts work in any Government office or Public Sector Undertaking or Autonomous or Statutory Organization.</p>

- Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department shall ordinarily not to exceed three years.
- The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

- The initial period of deputation will be for one year and may be extended thereafter subject to his/her continued suitability and administrative convenience. The deputation will be governed by the terms and conditions laid down in Headquarters Office Circular No. 60-Staff(App)-I-14-2023 dated 27.01.2025 and DoPT O.M. No. 6/8/2009-Estt (Pay II) dated 17.06.2010 and subsequent amendments.
- While working in this office, the selected official will receive admissible deputation (Duty) allowance in accordance with the prevalent rules.

Eligible and willing officials may submit their application through proper channel along with bio-data, copies of APARs for the last 05 years and Disciplinary/Vigilance Clearance Certificate to the effect that no disciplinary/court/vigilance case is either pending or contemplated against the applicant, latest by **25.04.2026**.

Issues with prior approval of the competent authority.

Digitally signed by
SANDEEP DABUR
Date: 23-03-2026
14:19:39

वरिष्ठ उप महालेखाकार (प्रशासन)

Phone: +91-177-2652607

E-mail: agauhimachalpradesh@cag.gov.in

BIO-DATA

1.	Name & Address (in Block Letters)	:				
2.	Date of Birth (in Christian Era)	:				
3.	i) Date of entry into service	:				
	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)	:				
			Qualification/experience required	Qualification/experience possessed by the officer		
	Essential	:				
	Others	:				
6.	Please state clearly whether in the light of entries made by you above you meet the requirement of the post	:				
7.	Details of employment in chronological order:					
	Office/Institution	Post held on regular basis	From	To	Pay Band/Pay Level held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

Details of ACP/MACP with present Pay Matrix and Pay Level where such benefits have been drawn by the Candidate, may be indicated as below:						
Office/Institution	Pay, Pay Matrix and Pay Level 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 you belong	:				
d)	Name of the post and Pay of the post held in substantive capacity in the parent organisation	:				
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	:				
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)					

	a)Central Government	:	
	b)State Government	:	
	c)Autonomous Organization	:	
	d)Government Undertaking	:	
	e)Universities	:	
	f)Others	:	
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		
	Basic Pay in Pay Matrix	Pay Level	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.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc; (with break-up details)	Total Emoluments
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 qualification (ii) professional training and (iii) work experience over		

	and above prescribed in the Vacancy Circular/Advertisement)	
B	<p>Achievements:</p> <p>The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> (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 for the organization (v) Any research/innovative measures involving official recognition (vi) Any other information 	
17.	<p>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)</p> <p>#(The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
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.

Date:

Signature of the Candidate
Address:

**CERTIFICATE TO BE RECORDED BY THE HEAD OF THE OFFICE/ OFFICER
NOT BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE
FORWARDING THE APPLICATION**

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature:

Name:

Designation:

Tele. No.:

Date:

Place:

Official seal

Note: All Terms and Conditions of deputation will be followed as per DoP&T's OM No.6/8/2009-Estt.(Pay.II) dated 17.06.2010 and its amendment issued from time to time.