

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-I,
UTTAR PRADESH, ALLAHABAD

File No.Exam/DEO/Deputation/
I/28970/2020
Dated :- 02.11.2020

CIRCULAR

Sub: Filling up vacancies in the EDP cadre post of Data Entry Operator Grade 'A' & Data Entry Operator Grade 'B'

This office intends to appoint persons from offices of IA&AD for filling up the ex-cadre EDP post of Data Entry Operator Grade 'A' & Data Entry Operator Grade 'B' on deputation basis on usual terms and conditions stipulated in DOPT OM No. 6/8/2009-Estt.(Pay.II) dated 17.06.2010 as amended time to time.

2. The Eligibility criteria for deputation are as under:-

Sl. No.	Name of the Post	Level in the Pay Matrix	Eligibility/Experience
1	Data Entry Operator Grade 'A'	Level - 04 of Pay Matrix	i) Holding Analogous Post on regular basis in the parent cadre ii) Minimum 02 years' experience
2	Data Entry Operator Grade 'B'	Level - 05 of Pay Matrix	i) Holding of Analogous Post on regular basis in the parent cadre or Department or ii) With 05 years regular service in the Level - 04 of Pay Matrix or equivalent in the parent cadre.

3. The deputation shall initially be for a period of one year only, which may be subsequently extended, subject to suitability and requirement of this office.

4. Deputationist will be eligible for deputation (Duty) allowance as per extant rules.

5. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

6. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently.

It is requested to kindly forward the application of the eligible and willing officials who can be spared immediately in the event of their selection on deputation to this office. The recommendations accompanied with the following documents/certificates may kindly be sent to the undersigned latest by **01.12 .2020.**

- i) Bio-Data (3 copies) in the enclosed prescribed proforma.
- ii) Attested copies of APAR for the previous 5 years.
- iii) Integrity certificate/Disciplinary/Vigilance clearance certificate.

Sd/-

Deputy Accountant General
(Administration)

To,
All the Heads of Department in IA&AD

Bio-Data (Annexure)

Latest Passport Size Photo

1.	Name in full (S/Sri/Smt/Ms)	
2.	Present Post Held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications (i) Educational (ii) Professional	
7.	Office to which the applicant belongs (i) Parent Office (ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Date of entry in IA&AD	
11.	<i>If DEO Grade B, then Date of promotion as DEO Grade B</i>	
12.	Proficiency in Computers, Details may be given	
13.	Present Pay and Pay Level	
14.	Mobile Number	
15.	Official email ID/Email id	
16.	Any other relevant details	

Date:

Place:

(Signature of the applicant)

It is certified that the above particulars furnished are correct as per our office records.

Signature of the Head of the Department (with Stamp)