

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT),**  
**SIKKIM, GANGTOK**  
**CIRCULAR**

Circular No. 36

Dated:05.02.2021

Applications are invited for filling up the following vacant posts on deputation basis in this office.

<i>Name of post</i>	<i>Eligibility</i>
Welfare Assistant (Level 8)	(i) Senior Auditors/Senior Accountants/ Personal Assistants in the department with five years regular service in the grade. or (ii) Auditors/Accountants/Stenographers with nine years regular service in the grade. (iii) <i>Desirable qualifications:</i> Participation in sports and cultural activities and aptitude for welfare activities.
Auditor (Level 5)	(i) Accountants or Auditors in the parent cadre and having good knowledge of computer. (ii) Clerks with 5 years regular service or Clerks who have passed the Departmental examinations for Accountants or Auditors
Staff Car Driver (Level 2)	(i) Holding the post of Dispatch Rider on regular basis or regular Group 'C' employees, in Pay Band - I Rs. 5200 – 20200 Level 1 (ii) Possession of a valid driving license for motor cars; (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles); (iv) Should be fully conversant with traffic regulations; (v) Experience of driving a motor car for at least three years; and
DEO Grade-F (Level 8)	(A) (I) Holding analogous posts on regular basis in the parent cadre or department Or (II) two years' service in the grade rendered after appointment thereto on a regular basis in Level-7 in Pay Matrix (Rs. 44900-142400) or equivalent in the parent cadre/department; and (B) possessing the following educational qualifications and experience: (I) Master's Degree in Computer Applications/Information Technology/ Computer Science of a recognised University/ Institute; or B.E./B.Tech in Computer Engineering/ Computer Science/ Computer Technology/ Computer Science and Engineering/ Information Technology from a recognized University/ Institute, (II) two years experience of Programming/ Information System in a Government office/Public Sector Undertaking/ autonomous body/statutory body or in any recognised institution.
DEO Grade-E (Level 7)	(A) (I) holding analogous posts on regular basis in the parent cadre or Department; (II) five years' service in the grade rendered after appointment thereto on a regular basis in level-6 in Pay Matrix (Rs. 35400-112400) or equivalent in the parent cadre/ department; and (B) possessing the following educational qualifications and experience: (I) Master's Degree in Computer Applications/ Information Technology/ Computer Science from a recognised university/ institute; or (II) B.E./B.Tech. (Computer Engineering/ Computer Science/ Computer Technology/ Computer Science and Engineering/ Information Technology) from a recognised university/ institute.

DEO Grade – D (Level 6)	(A) (i) holding analogous posts on regular basis in the parent cadre or department: (ii) With six years' service in the grade rendered after appointment thereto on a regular basis in level 5 in the pay matrix Rs. 29200-92300 or equivalent, in the parent cadre or department, and (B) possessing the following educational qualifications and experience: (i) Bachelor's Degree in Computer Applications or Information Technology or Computer Science of a recognised university or institute. (ii) A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.
DEO Grade – A (Level 4)	Holding analogous post on regular basis in the parent cadre and having good knowledge of computer.

- The maximum age limit for appointment by deputation shall not exceed 56 years.
- The period of deputation is initially for one year and likely to be extended at the discretion of Competent authority.
- The applications of interested eligible officials in the prescribed proforma (enclosed) along with attested copies of APAR for the last five years, integrity certificate and vigilance clearance certificate of the concerned officials should be forwarded to this office latest by 15.03.2021.

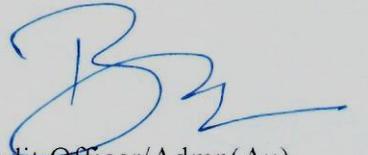
Sd/-

Deputy Accountant General

No. Admn(Au)/V/Deptn Circular/2020-21/.....  
 प्रशासन (लेखापरीक्षा) टी०आर०स०.....  
 3504..... दिनांक 05/02/2021 dated:  
 Administration (Audit) T. R. No.....  
 .....Date.....

Copy to:

1. All offices under IA&AD
2. Office Order file

  
 Sr. Audit Officer/Admn(Au)

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)	
2. Date of Birth ( in Christian era)	
3. i) Date of entry into service	
ii) Date of Retirement under Central Government Rules	
4. Date of appointment in current post	
5. Special Qualifications in respect of cultural activities, sports etc. (For WA)	

6. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	Pay Band and Grade Pay/Pay Scale of the post held on regular basis

<b>Note :</b> In case of Officers already on deputation, the applications of such Officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance, Integrity Certificate & major or minor penalty clearance.	
7. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details	
8. <b>Additional details about present employment :</b> Please indicate the name of your employer	

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 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 :**

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that :**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

\_\_\_\_\_  
**(Employer/ Cadre Controlling Authority with Seal)**