



भारतीय लेखा एवं हकदारी और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी) जम्मू व कश्मीर, श्रीनगर-190009
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) J&K, SRINAGAR-
190009



No: Admn.I/A&E/S-1/26-27/70

Dated: 13.04.2026

(Deputation Circular)

Subject: Filling of one vacant Post of Manager in Departmental Canteen in The office of the Pr. Accountant General (A&E)J&K on deputation basis-reg.

Office the Pr. Accountant General (A&E), J&K, Srinagar intends to fill up 01 vacant post of Canteen Manager Grade-II in Pay Matrix L-6 in the Departmental Canteen by transfer on deputation basis amongst officials possessing the following eligibility and qualification:

A) Eligibility

i) Holding analogous post on regular basis.

or

ii) With six years' service in the grade rendered after appointment thereto on a regular basis in Level-5 (Rs.29,200-Rs.92,300) in the Pay Matrix or equivalent in the parent cadre/ department.

or

iii) With ten years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 (Rs.25,500- Rs.81,100) in the Pay Matrix or equivalent in the parent cadre / department and

B) Educational qualification:

a) Bachelor's degree in Commerce/Business Studies/Economics/Public Administration of a recognized University / institution.

b) Two years' experience in Accounts work in any Government Office or PSU or Autonomous Statutory Organization.

C) Age Limit:

The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

D) Period of Deputation:

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- 4-2023 dated 27.01.2025 and DoPT O.M. No 6/8/2009-Estt (Pay 11) dated 17.06.2010 and subsequent amendments from time to time.



E) Allowances:

The selected official will be entitled to admissible deputation (Duty) allowance as per the prevailing rules.

F) Application:

The willing officials may submit their application through proper channel along with Copies of APARs for the last 5 years, Vigilance Clearance Certificate (either pending or contemplated) and Bio Data latest by 30.04.2026.

(Encl: Dep. Form)


Dy. Accountant General (Admn)

APPLICATION FOR THE POST OF MANAGER (GROUP B)

Self-attested
Passport size
photograph

1. Name of applicant with designation and complete office address(in block letters), e-mail and telephone No. _____
2. Father's Name _____
3. Residential Address with phone number _____
4. Permanent Address _____
5. Date of Birth (in Christian era) _____
6. Whether belongs to SC/ST/OBC _____
7. Date of retirement under Central/State Government rules _____
8. Education qualifications _____
9. Post held on regular (i.e. substantive) basis and the date from which held with grade pay / Pay Level in Pay Matrix _____
10. Present Pay _____
11. Details of Employment of last 10 years in Chronological order. Enclose a separate sheet, duly authenticated under your signature .

Name of office/organisation where employed	Post Held	From	To	Basic Pay	Grade Pay/Level in matrix	Major Duties
1.	2.	3.	4.	5.	6.	7.

12. Nature of present employment i.e. Ad-hoc or temporary or permanent _____
13. In case the present employment is held on Deputation/contract basis, please state _____

- a) Date of initial appointment _____
- b) Period of appointment on Deputation/contract _____
- c) Name of parent office/Organization to which you belong _____

14. Training/ courses attended _____

15. Additional details about your present employment please state whether working under

- i. Central Government
- ii. State Government
- iii. Autonomous Organization
- iv. Central Public Sector Undertaking
- v. State Public Sector Undertaking

16. Additional information, if any, which applicant may like to mention in support of his/her suitability for the post vis-a-viz the "duties" mentioned in Annexure-II.

Enclosed a separate sheet, if required

(SIGNATURE)

Date: _____
Mobile No: _____