



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), मणिपुर, इंपाल- ७९५००१  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL  
(AUDIT)  
MANIPUR, IMPHAL - 795 001

दूरभाष/Phone: 0385-2458523 फेक्स/ Fax: 0385-2458525 ई-मेल/ E-mail: [agaumanipur@cag.gov.in](mailto:agaumanipur@cag.gov.in)

Estt (Au)/ Circular No. 05

Dated: 15.04.2021

Subject: Filling up the post of Staff Car Driver (Ordinary Grade) on deputation basis in the O/o the Pr. Accountant General (Audit) Manipur, Imphal.

Application is invited from Group- C Staff in Pay Band 1 ₹5200-20,200 Grade Pay ₹1800 (Pay level 1 in Pay Matrix of 7<sup>th</sup> CPC) in the concerned field office of the IA&AD, who are willing to serve in the O/o the Principal Accountant General (Audit), Manipur on deputation/absorption basis for filling up of the post of Staff Car Driver (Ordinary Grade) on existing terms and conditions stipulated under DoPT OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 and as amended from time to time.

The Eligibility Criteria for deputation are as follows:

Name of the Post	No. of vacancy	Level in the Pay Matrix	Eligibility
Staff Car Driver (Ordinary Grade)	01	Level 2 in Pay Matrix of 7 <sup>th</sup> CPC.	Essential: i. Possession of valid driving license for motor cars. ii. Knowledge of motor mechanism (The candidate above should be capable of removing minor defects in vehicle himself) iii. Experience of driving a motor car for at least 3 years iv. Pass in 10 <sup>th</sup> standard.

- The initial period of deputation shall be of one year and may be extended or curtailed subject to suitability and administrative convenience.
- The maximum age limit for appointment by deputation shall be "not exceeding 56 years" as on closing date of receipt of applications.
- The selected official will be entitled for Deputation (Duty) Allowance as per prescribed rate as stated in the DoPT OM No. 2/11/2017-Estt. (Pay-II) dated 24.11.2017. No deputation allowance is admissible to the officials who are drawing upgraded pay under MACPS-2009.

Further, while forwarding the applications from respective offices, the following documents/certificates should be furnished.

Certificate to the effect that:

- Particulars given in the bio-data are correct.
- No vigilance/disciplinary case is pending against the applicant.
- In case of selection, the application will be relieved for taking up this assignment.

It is requested to forward the applications of interested officials who fulfil the above criteria, in the prescribed proforma (enclosed) with recommendation along with vigilance clearance certificate latest by 30/04/2021.

This issues with the approval of Principal Accountant General (Audit), Manipur.

Encl: As stated above.

15.4.21

Sr. Deputy Accountant General /Admn.

Memo No. Estt (Au)/5-235/RRs/Staff Car Driver/2020-21/VolIII/52-56  
Copy to:

Dated: 15.04.2021

1. All Heads of the Department (As per mailing list)
2. PS to PAG (Au), O/o the PAG (Au), Manipur
3. PA to Sr. DAG (Admn, AMG I & II), O/o the PAG (Au), Manipur
4. Notice Board
5. Office Order file

  
Sr. Audit Officer/ Admn.

## PROFORMA

### Application for the post of Staff Car Driver (Ordinary Grade)

1.	Name (in BLOCK letters)	
2.	Designation	
3.	Date of Birth	
4.	Education Qualification	
5.	Date of Joining Govt. Service	
6.	Whether possessing a valid driving licence to drive a motor car:	
	(a) Experience of driving, indicating the period	
	(b) Whether any ticket/Challan/Case of involvement in accident etc. in private driving capacity	
7.	Category of licence	
8.	Number/Year of Driving licence and the period of validity (Attested copy of DL to be enclosed)	
9.	Present section to which attached	
10.	Address for correspondence	
11.	Contact. No.	

**Place:**

**Date:**

**Full Signature of the Applicant**