

**OFFICE OF THE DIRECTOR GENERAL OF AUDIT,  
EAST CENTRAL RAILWAY, HAJIPUR**

---

Circular No. 01/2024

Dated 04.01.2024

One post of welfare Assistant in the Level 8 of Pay Matrix Rs. 47,600-1,51,000 is to be filled up on deputation basis from eligible staff in all IA&AD Offices.

The conditions of eligibility are as under:-

Officers of the Central Government-

- i) Holding analogous posts on regular basis in the present cadre on department or:
- ii) With combined regular service of 3 years in the grade of Senior Accountant/ Senior Auditor and Assistant Supervisor (Accounts)/ Assistant Supervisor (Audit) in the Pay matrix Level-7/ Level-6 or equivalent Pay Level in the parent cadre of the Department.
- iii) Possessing three (03) years-experience in the filed or Welfare or Community activities. House Keeping, Sports and Cultural activities, Personnel Administration including settlement of personal claims, etc.
- iv) The maximum age limit for appointment on deputation shall not be exceeding 56 years on the closing date of receipt of applications.
- v) The deputation (duty) allowance will be payable at the rate of 5% of the basic Pay subject on maximum of Rs. 4,500/- per month in the case of deputation withing the same station.
- vi) In other cases. The deputation (duty) allowances will be payable at the rate of 10% of the basic pay subject to maximum of Rs. 9,000/- per month.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or organization or Department of the Central Government shall ordinarily not exceed three (03) years.

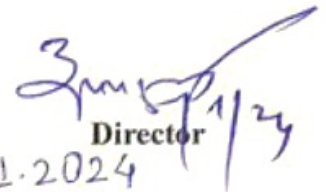
The eligible and willing officials may apply in enclosed proforma through proper channel so as to reach Administration section on or before 31<sup>st</sup> January, 2024.

Application received after the prescribed date will not be entertained.

No. Admn/12-23/Welfare Asstt./2023  
Forwarded for information and necessary action to:

1. All IA&AD offices.
2. Sectt to DGA/ECR/HJP
3. PA to Director, ECR/HJP

Dated: 04.01.2024

  
Director

  
Sr. Audit Officer/Admn

**The duties/functions of the Welfare Assistant which is to be performed/discharged during his duty**

1. Assistance to Staff suddenly fallen ill or those chronically ill. Helping in securing admission in the place treatment.
2. Helping in case of need in securing admission of children in school, colleges and other educational institutions.
3. To arrange washing of towels, curtains, tables clothes, sofa-covers and issues of soap and cloth.
4. Cleanliness of office building, premises and bathrooms including adequacy of water supply.
5. Neatness of working place including proper maintenance of furniture, removal of outward records, elimination of congestion in the section, adequacy of lighting and ventilation.
6. Adequacy of drinking water facilities.
7. Parking plots for cycles and scooters and ensuring their safety and protection against sun and rain.
8. Encouragement to players for participation in games and sports, arrangement of matches and tournaments.
9. Arrangement for get-togethers and picnics.
10. Liaison with recreation club, co-operative credit societies, House building societies etc.
11. Benevolent Fund, special C.L., Lighting arrangement of office, firefighting equipment, security arrangements, declaration of holidays, casualties.
12. Administrative works relating to MTS and Casual laborers.
13. Cleanliness and proper maintenance of the Quarter Complex, community hall and the Guest House.
14. Assisting/helping to DGA/Director, Sectt to DGA and Sr. AO (Admn.)

*Rajan*  
04.01.2024

**Sr. Audit Officer/Admn.**

**Proforma**

**Application for the post of Welfare Assistant on Deputation Basis**

- 1. Name of Official :
- 2. Present Place of posting :
- 3. Designation :
- 4. Present Pay/Pay Level :
- 5. Date of Birth :
- 6. Date of Appointment in Service :
- 7. Date of Appointment/Promotion :  
To Present grade :
- 8. Educational Qualification :
- 9. Brief particulars of duties :
  
- 10. Experience :
- 11. Any Other achievements :

**Date:**

**(Signature of the candidate)**

**Certificate**

Certified that the information furnished by ..... is correct as verified from the official records.

**(Signature of the Competent Authority)**