

OFFICE OF THE DIRECTOR GENERAL OF AUDIT,
NORTH WESTERN RAILWAY, JAIPUR

No. Au/HQ/Admn/I/2/Dep.Sr.Ar.-W.A../2025/1/981740/2025

Date: 22-05-2025
26

To

All Heads of the Department
In IA&AD Offices,
As per mailing list (except Overseas Offices)

**Sub:- Filling up the post of 04 Sr. Auditors and 01 Welfare Assistant on deputation basis
in the O/o Director General of Audit, North Western Railway, Jaipur.**

Sir/Madam,

1. Applications are invited from eligible and willing officials for filling up the following post on deputation basis:

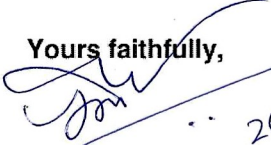
S. No.	Post	Eligibility	No. of Vacancies
1.	Sr. Auditor	1. Holding analogous post. 2. Holding Sr. Auditor / Sr. Accountant post on regular basis in the parent cadre or Department having minimum service of three years. 3. The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of the receipt of application. 4. Knowledge of basic IT hardware would be an added qualification. 5. Knowledge of file management, noting, drafting, etc.	04
2.	Welfare Assistant	1. Holding analogous post on regular basis in the parent cadre or department OR Having combined regular service of three years in the grade of Senior Accountants/ Senior Auditors and Assistant Supervisor (Accounts)/Assistant Supervisor (Audit) rendered after appointment thereto on a regular basis in the parent cadre or department. 2. Possessing three years' experience in the field of welfare or community activities, housekeeping, Sports and cultural activities and personal administrations including settlement of personal claims. 3. The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of the receipt of application.	01

2. The following terms and conditions will be applicable for this appointment on deputation basis:

- i. The period of deputation will initially be for one year and can be extended thereafter subject to performance of the officials concerned and availability of vacancies in the cadre.
- ii. Deputationists will be entitled to Deputation Allowance, as applicable, in accordance with relevant instructions of DoPT, as amended from time to time.
- iii. Once taken on deputation, Sr. Auditors are liable to be posted to any Division/Units (Stationed at Jaipur, Ajmer, Bikaner and Jodhpur) of this office.
- iv. Applications of officials who are willing to be considered for deputation for the above mentioned post may forward the application to this office through proper channel on or before 15.06.2025 along with their biodata (Service particulars) in the format prescribed in Annexure-'A' and Annexure- 'B' for Sr. Auditors and Welfare Assistant respectively and certified copies of APARs for the last five years duly attested on each page by the competent authority. A certificate to state that no disciplinary/court/vigilance case is either pending or contemplated against the applicant should also be forwarded along with the application
- v. The officer/official may be repatriated to his/her parent office any time as per administrative convenience.
- vi. Compliance of HQrs instruction/ policy on deputation circulated vide letter dated 27.01.2025 may be ensured while forwarding the applications for deputation.

Enc: Annexure-'A' and Annexure- 'B'.

Yours faithfully,

 26/05/25

PANKAJ KUMAR MAURYA
Dy. Director (Admn)
North Western Railway, Jaipur

BIO-DATA
(For the post of Sr. Auditor)

1. Name:-
2. Present Post held:-
3. Date of birth:-
4. Gender:-
5. Mobile No. & E-mail ID:-
6. Date of Appointment:-
7. Name of the post in which recruited:-
8. Total length of service in the present grade:-
9. Year of DEA/SAS Examination or similar exam passed:-
10. Educational Qualification:-
11. Any other qualification:-
12. Name of the office in which presently working:-
13. Present Address:-
14. Permanent Address:-
15. Nature of duties performed as Ar./Sr. Ar.-
(Enclose a separate sheet duly authenticated by the department, if space below is insufficient)

From	To	Nature of duties performed

16. Level in Pay Matrix:-
17. Basic Pay in Level in the Pay Matrix:-

Date:-

Signature of candidate

It is certified that particulars furnished are correct and no vigilance case/disciplinary proceedings or criminal proceeding is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the service. The integrity of the officer is beyond doubt.

Signature of the Head of office
(with stamp)

Bio-Data
(For the post of Welfare Assistant)

1. Name of applicant:
2. Date of Birth:
3. Educational qualification:
4. Date & designation of appointment in the office:
5. Current designation:
6. Date of appointment to the current post:
7. Pay Level:
8. Length of combined regular service in the grade of Senior Accountants/ Senior Auditors and Assistant Supervisor (Accounts) /Assistant Supervisor (Audit):
9. Place & experience of current posting:
10. Experience in the field of welfare or community activities, housekeeping, sports and cultural activities, personal administrations including settlement of personal claims:
11. Experience/ desirable qualification or reasons on ground of which applicant considers himself fit for the applied post:
12. Computer knowledge: (Yes/No)

Place:

Sign of applicant:

Date:

It is certified that particulars furnished are correct and no vigilance case/disciplinary proceedings or criminal proceeding is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the service. The integrity of the officer is beyond doubt.

**Signature of the Head of office
(with stamp)**