



कार्यालय महालेखाकार (लेखा व हकदारी),  
पंजाब एवं यू.टी., सेक्टर 17-ई, चंडीगढ़ - 160017.  
**Office of The Accountant General (A&E),**  
**Punjab & U.T., Sector-17 E,**  
**Chandigarh – 160017.**

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### परिपत्र/CIRCULAR

Applications are invited for the post of Welfare Assistant (on deputation) in this office in the scale of Rs. 9300-34800+4800 Grade Pay (Now level-8 of pay matrix), who fulfill the following conditions of eligibility;

(a) (i) Holding analogous posts on regular basis in the parent cadre or Department:

or

(ii) Officials with the combined regular service of 3 years in the grade of Sr. Accountant/Sr. Auditor and Asstt. Supervisor (Accounts)/Asstt. Supervisor (Audit) are eligible to be considered for deputation to the post of Welfare Assistant.

b. Possessing three years experience in the field of welfare or community activities, House Keeping, Sports and Cultural Activities, Personnel Administration including settlement of personal claims etc. (Period of deputation including period of deputation in another-ex cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three (3) years.

c. The maximum age for appointment on deputation shall be 56 years as on the closing date of receipt of applications.

The desirable qualifications are as under:-

i. Participation in sports and cultural activities and aptitude for Welfare activities.

The period of deputation in the initial stage shall be for one year subject to suitability.

The officials applying for the said post may send their applications along with supporting documents duly recommended by the Branch Officers under whom they are presently working so as to reach Admn I section on or before **11.08.2025**.

-Sd-

**Deputy Accountant General (Admn)**

Copy to following for information:

- (i) Secy to Accountant General
- (ii) All Group Officers
- (iii) All Sections in Main Office
- (iv) UT Sub Office
- (v) Notice Board
- (All IA&AD Offices

Digitally signed by  
Jaswinder Gill

Date: 28-07-2025

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Sr. accounts Officer (Admn.)