



भारत सरकार
GOVT. OF INDIA
महालेखाकार (ले. एवं ह.) का कार्यालय, असम
OFFICE OF THE ACCOUNTANT GENERAL (A&E)
ASSAM
मैदामगांव, बेलतला, गुवाहाटी – 781 029
MAIDAMGAON, BELTOLA, GUWAHATI – 781 029



Admn.1 Circular No: 17

Dated: 13-08-2025

CIRCULAR

Applications are invited from the willing officials for the post of Welfare Assistant (on deputation) in this office in the pay scale of Rs. 9300-34800 (Level-8) under (Revised Pay) Rules, 2016 on the following conditions and eligibility:

ELIGIBILITY CRITERIA

- a) (i) Officials holding analogous posts on regular basis in the present cadre or department.
Or
ii) Asstt. Supervisor (Accounts/Audit) (Level-7) and Sr. Accountant / Sr. Auditor with three years service in the pay level-6 or equivalent in the present cadre or department and
- b) Possessing three years experience in the field of welfare or community activities, Housekeeping, Sports and Cultural activities, Personnel Administration including settlement of claims etc.
- c) Maximum age limit shall not exceed 56 years as on closing date of receiving applications.
- d) This is an ex-cadre post and not promotion to the post, as such crucial date to determine eligibility shall be in the date on which applications have been called for selection for the post of Welfare Asstt.

OTHER CONDITIONS

- a) Deputation to the post, initially will be for one year, which may be extended up to maximum three years subject to continued suitability.
- b) Period of deputation including period of deputation to another ex-cadre post held immediately proceeding this appointment in same or some other organization shall ordinarily not to exceed three years.
- c) The selected candidate will be eligible to draw deputation(Duty) Allowance or the scale of the post in terms of Department of Personnel & Training O. M. No. 6/8/2009 Estt(Pay) 1) dated 17.06.2010

The application of willing and eligible officials, who are clear from vigilance and disciplinary angle and who can be spared immediately on selection, may be forwarded duly approved by the Head of the Department along with attested copies of APARs for last five years to this office through e-mail (agaeassam@cag.gov.in) **within 30 days from the issue of this circular.**

This issues with the approval of Accountant General.

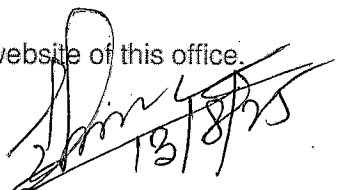

13/8/25
Deputy Accountant General (Admn.)

Memo No. Admn.1/2-18/2025-26/2048-2052

Dated:- 13-08-2025

Copy forwarded for information and necessary action to:

1. Cag-all-offices cag-all-offices@lsmgr.nic.in
2. Secretary to Accountant General (A&E) Assam
3. Hindi Cell for issuance of Hindi version of this circular
4. Sr. Accounts Officer/ ITS-1, with a request to publish same in the website of this office.
4. All Notice Boards


13/8/25
Sr. Accounts Officer (Admn.)

DUTIES OF WELFARE ASSISTANT --

(1) HOUSE KEEPING:

- (a) Cleanliness of office buildings, premises and bath rooms including adequacy of water supply.
- (b) Smooth functioning of departmental canteen including preparation of snacks, tea, coffee, lunch etc. alongwith other related works like maintaining accounts of canteen
- (c) Neatness of work place, including removal of unwanted records, elimination of congestion in sections, adequacy of lighting and ventilation.
- (d) Adequacy of drinking water facilities.
- (e) Timely provision of hot and cold weather arrangements.
- (f) Arrangement of Farewell of retired personnel and other relevant arrangements.

(2) RECREATIONAL, CULTURAL AND COMMUNITY ACTIVITIES:

- (a) Encouragement to players for participation in games
- (b) Liaison with Recreation Club if necessary

(3) STAFF WELFARE

- (a) Giving personal hearing to individual members of staff regarding their difficulties or grievances.
- (b) Assistance to staff suddenly taken ill or those chronically ill. Helping in securing admission in place of treatment.
- (c) Active association in arrangement of Audit Diwas.
- (d) Assisting in cases of need, families of persons on emergency situation.

Biodata : Application for the post of Welfare Assistant

1	Name in full (Shri/Smt/Ms)	
2	Present post held	
3	Permanent Address	
4	Present Address	
5	Date of Birth	
6	Qualifications i. Educational:- ii. Professional:-	
7	Office to which applicant belongs i. Parent Office:- ii. Present Office:-	
8	Whether belongs to SC/ST/Neither	
9	Date of entry into Government Service	
10	Date of entry in IA&AD	
11	Date of joining/promotion to the subsequent posts	
12	Present Pay and Pay Level	
13	Mobile number and Official email ID	
14	Experience and knowledge of working in the field of welfare or community activities	(separate sheet may be added, if needed)

I hereby declare that the above particulars furnished by me are correct and true to the best of my knowledge.

Dated:-

(Signature of the applicant)

It is certified that the above particulars furnished by the official were verified from the service record are found to be correct.

Signature of the Head of the Office (with stamp)