

**APPLICATION FOR THE POST OF WELFARE ASSISTANT IN THE OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (A&E) J&K, SRINAGAR**

1.	Name (Block letters)	
2.	Designation	
3.	Date of birth and Age as on 01.08.2025	
4.	Category	
5.	Qualification i. Educational ii. Professional	
6.	Office to which the applicant belongs i. Parent office ii. Present office	
7.	Date of entry into Government Service	
8.	Date of entry in IA&AD	
9.	i. Post held ii. Date of promotion to the present post iii. Date of confirmation & post in which confirmed iv. Basic Pay & Grade Pay v. Pay Band	
10.	Details of Experience in the field of Welfare activities / Community services / Housekeeping / Sports participation / Cultural activity / Personnel administration / Settlement of personal claims. (Photocopies of certificates, if any, as proof may be attached). In case space is not sufficient, a separate sheet may be attached.	
11.	Contact Number & Official email id	
12.	Any other information	

Date:

Place:

Signature of the applicant

It is certified that the above particulars furnished are correct as per our office records.

**Signature of Branch officer/HOD
(with stamp)**



कार्यालयप्रधानमहालेखाकार (लेखाएवंहकदारी)
जम्मूकश्मीर, श्रीनगर-190009
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
JAMMU & KASHMIR, SRINAGAR – 190009



No.: Admn.I/A&E/S-3/Dep. Not./2025-26/71-A

Date: 31/07/2025

CIRCULAR

Applications are invited from willing officials who meet the following eligibility conditions for filling up **one post of Welfare Assistant (Ex-cadre post)** in the pay Level-8 of the Pay Matrix under CCS (Revised Pay) Rules, 2016 in the office of the Principal Accountant General (A&E) J&K, Jammu on deputation basis.

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 Auditor / Sr. Accountant with three years service rendered after appointment there to on regular basis 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, Personal administration including settlement of personal claims etc.
- c) Maximum age limit shall not exceed 56 years as on closing date of applications.
- d) This is an ex-cadre post and not promotion post as such crucial date to determine eligibility shall be the date on which applications have been called for Selection for the post of Welfare Assistant, amongst the volunteers shall be done by a Selection Committee.

OTHER CONDITIONS:

- a) Deputation to the post, initially, will be for one year, which may be extended up to maximum period of three years subject to continued suitability,
- b) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization shall ordinarily not to exceed 3 (three) years.
- c) No deputation allowance is admissible for the post.
- d) Following conditions will be treated as disqualification for a candidate
 - i. who has entered into or contracted a marriage with a person having a spouse living
 - Or
 - ii. who having a spouse living, has entered into or contracted a marriage with a person.

Provided that the Central Government may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

The application of willing and eligible officials (in the proforma enclosed) 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 Department, along with attested copies of APARs for the last five years to this office (agaejammukashmir@cag.gov.in) within 15 days from the date of issue of this circular.

This issues with the approval of the Principal Accountant General.

Sd/-

Sr. Dy. Accountant General (Admn.)

No.: Admn.I/A&E/S-3/2025-26/1482-89

Date: 31/07/2025

Copy of the above forwarded for information and necessary action to the:-

- 1) Cag-all-Offices cag-all-offices@ismgr.nic.in
- 2) Sr. Accounts officer(Admn.) O/o the PAG(A&E)J&K, Jammu for circulation amongst the staff members. The application(s) received may be forwarded to this office by due date.
- 3) Sr. Accounts officer(Admn.) O/o the PAG(Audit)J&K, Srinagar / Jammu for circulation amongst the staff members. The application(s) received may be forwarded to this office by due date.
- 4) Sr. Accounts Officer (ICT), O/o the PAG(A&E)J&K, Jammu for uploading the circular on official website of this office.
- 5) Secretary to PAG(A&E)
- 6) C.A. to DAG(A)
- 7) Assistant Director (Hindi Cell)
- 8) Notice Board (I & II)


Sr. Accounts officer (Admn.)