

**Filling up of vacancies in on deputation basis.**

**Applications invited from:**

All interested and eligible officers/officials only.

**Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section:**

1. O/o Sr. DAG (A&E), Sikkim, Gangtok – 06.01.2026
2. RCB&KI, Jammu & Kashmir, Jammu – 06.01.2026
3. O/o DGA, DS, New Delhi – 06.01.2026
4. O/o PAG (A&E), HP, Shimla – 06.01.2026
5. O/o PAG (A&E), Chhattisgarh, Raipur – 16.01.2026



कार्यालय वरिष्ठ उप - महालेखाकार (ले० एवं हक०), सिक्किम  
लेखापरीक्षा भवन, देवराली, पो० तादोड, गान्तोक - 737102  
OFFICE OF THE SR. DY. ACCOUNTANT GENERAL (A&E), SIKKIM  
Lekhpariksha Bhawan, Deorali, Gangtok - 737102

No: Admn/Deputation/2021-22/234  
Dated : 19.12.2025

To

All Heads of Offices in IA & AD  
(As per mailing list except Overseas Audit Offices  
and Commercial Audit Offices)

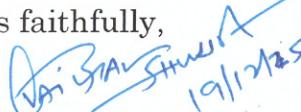
**Subject : Filling up of vacant posts of Senior Accounts officer/Assistant Accounts  
Officer on deputation basis.**

Madam/Sir

This office requires the service of competent/willing Sr. AO/AAO from filed offices, who can be inducted in this office on deputation basis against the vacancies of Sr. AO/AAO. The terms and conditions of deputation and other terms will be as per extant Government rules/orders on the subject.

2. You are requested to recommend the names of eligible and willing officers of your office having requisite qualification/experience and having excellent service record (having at least 05 Very Good/Outstanding APAR out of last 07 years), who are clear from vigilance angle and can be spared and relieved of their duties immediately upon their selection on deputation to this office. Application of candidates under probation/currency of penalty should not be forwarded.
3. The initial period of deputation will be for one year and may be extended thereafter subject to suitability and administrative convenience.
4. The service particulars, copies of Annual Performance Appraisal Report for the preceding seven years of willing and eligible officials along with Abstract of APARS as Annexure – I and prescribed Bio-data as Annexure – II may kindly be sent to the undersigned latest by 13.01.2026

Yours faithfully,

  
19/12/2025  
(Vaibhav Shukla)  
Sr.Dy.Accountant General (A&E)

**Proforma showing the bio-data of Sr. AOs/AAOs recommended for induction in Sr. DAG(A&E), Sikkim.**

1. Name	
2. Designation (Please also mention Civil/Commercial etc., wherever applicable)	
3. Gender (Male/ Female)	
4. i) Date of birth and ii) Age as on 01.01.2025	
5. Qualification i) Educational ii) Professional	
6. Office to which belongs i) Parent Office ii) Office and station in which working at present	
7. Whether belongs to SC/ST. If yes, please mention category.	Yes/ No
8. Date of entry into Govt. Service	
9. Date of entry in IA&AD	
10. Year of passing SOG Examination	
11. Year of passing RAE/CPD/Incentive Examination	
12. Date of promotion/ appointment as AAO (including erstwhile SO)/ Sr. AO (including AO)	AAO (including erstwhile SO): Sr. AO (including AO):
13. Number of years completed in the grade as on 01.01.2025 a) Sr. AO (AO) b) AAO	
14. Present pay & Level	Rs.
15. Experience and posts held	<b>Attach separate sheet giving details under this column, duly signed</b>
16. Proficiency in Computer: (Details may be given)	
17. Contact details (Phone No and email address)	
18. Any other information.	

The information furnished above are correct to the best of my knowledge.

**Dated signature of the candidate**

<p>क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान</p> <p>शक्ति नगर, जम्मू एवं कश्मीर</p> <p>जम्मू - 180001</p>		<p>Regional Capacity Building and Knowledge Institute Shakti Nagar, Jammu &amp; Kashmir Jammu - 180001</p>
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**No: RCB & KI/J/A/Dep/2025-26- 463**  
**Dated: 19.12.2025**

**सेवा में / To**

**आईए एवं एडी के सभी विभागाध्यक्ष (मेलिंग सूची के अनुसार)।**  
**All Heads of Departments of IA&AD (as per mailing list).**

**विषय:** आर.सी.बी एवं के.आई, जम्मू में प्रतिनियुक्ति के आधार पर रिक्त पदों को भरना।

**Subject:** **Filling up vacant posts on deputation basis in RCB&KI, Jammu.**

Sir/Madam,

The Regional Capacity Building & Knowledge Institute, Jammu invites applications from eligible candidates for the posts mentioned in **Annexure – I** on deputation basis.

**1. Submission of Applications:**

Applications should be forwarded to this Institute on or before **15.01.2026** along with:

- a) Biodata (**Annexure – II**).
- b) Certified copies of APARs for the last five years, (**Annexure – III**).
- c) Vigilance clearance Certificate, certifying that no disciplinary/court/vigilance case is either pending or contemplated against the applicant.

The required documents of the eligible candidates may be scanned and sent through email ([rtijammu@cag.gov.in](mailto:rtijammu@cag.gov.in)) by the respective parent offices to avoid postal delay.

**2. Term & Remuneration:**

- a) The deputation term shall be initially for a period of three years and further extension on yearly basis subject to sanction of continuity of above stated posts by Headquarters Office.
- b) The selection of suitable officers/officials shall be made through the appropriate selection procedure for knowledge and skill-based jobs, and the selection of the applicants shall be notified.
- c) RCB&KIs reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

**3. Eligibility and age limit**

- a) The maximum age limit for deputation should not exceed **56 years** as on the closing date of application.
- b) The officers / officials working on deputation shall not have the right for absorption in any post in RCB&KI, Jammu.
- c) The applications of the officers / officials working in the office on deputation basis on normal terms and conditions shall be forwarded through their respective Parent Office(s).

**4. Compliance with Headquarters Circular**

A reference is invited to Headquarters Circular **No. 269/Trg. Div./42-A/2019 dated 18.09.2019** wherein detailed instructions to field offices on augmentation of staff

(Administration and Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

- a) Field offices shall display the deputation notifications issued by RCB&KIs/RCB&KCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification.
- b) Field offices shall forward all applications received from their officers/staff against the positions advertised by RCB&KIs/RCB&KCs to the concerned Institute/Centre concerned, without withholding any application.
- c) On completion of the selection process, the field offices shall obligatorily relieve the selected officer(s) for administrative assignments at RCB&KIs/RCB&KCs at the earliest.

## 5. **Restriction on Repatriations**

Clause 5 (b) regarding instructions to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/RCB&KCs will not apply in case of applicants who have been reverted / repatriated in the last six (06) months from RCB&KIs/RCB&KCs to their parent offices as per Headquarters circular No.398/Trg.Div/42A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.

**Encl:** As stated above.

**Yours faithfully,**



वरिष्ठ प्रशासनिक अधिकारी (प्रशासन)  
Senior Administrative Officer (Admn.)

**ANNEXURE – I**

<b>I</b>	<b>Name of the post</b>	<b>Sr. Administrative Officer (Core Faculty - IT)</b>
	<b>i. Number of Posts</b>	<b>01 (One)</b>
	<b>ii. Purpose</b>	<b>To handle work related to Core Faculty - IT and any other work assigned by PD, RCB&amp;KI, Jammu.</b>
	<b>iii. Requirements</b>	<ul style="list-style-type: none"> <li>a) Holding analogous posts on regular basis in the parent cadre.</li> <li>b) Possessing in-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, Microsoft Office, Website applications etc.) and the aptitude to deliver lectures.</li> <li>c) Experience in IT Audit and knowledge in working with Data Analytics software such as Tableau, Knime, Qlik view is desirable.</li> <li>d) Possessing ability in the maintenance of IT Systems, Website and familiarity with e-office.</li> <li>e) Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and case studies for IT courses.</li> </ul>
<b>II</b>	<b>Name of the post</b>	<b>Sr. Administrative Officer (Training)</b>
	<b>i. Number of Posts</b>	<b>01 (One)</b>
	<b>ii. Purpose</b>	<b>To handle Trainings related work and any other work assigned by PD, RCB&amp;KI, Jammu.</b>
	<b>iii. Requirements</b>	<ul style="list-style-type: none"> <li>a) Holding analogous posts on regular basis in the parent cadre.</li> <li>b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office.</li> <li>c) Possessing knowledge of: <ul style="list-style-type: none"> <li>i. Preparation of course, schedule, coordinating &amp; conducting courses, preparation of course material, handouts, audio-visual aids.</li> <li>ii. Preparation of Structured Training Modules (STMs) and Case Studies on allotted subjects/courses.</li> <li>iii. Correspondence work relating to Administrative Sanction of Director General regarding payment of Honorarium to Resource Persons/Guest Faculties in respect of courses coordinated.</li> <li>iv. Correspondence/consolidation work relating to submission of Performance Monitoring Framework (PMF) on RCB&amp;KI, Jammu to CAG's office.</li> <li>v. Handling sessions in General Courses as per approved course schedules.</li> <li>vi. Developing courseware on the allotted Knowledge Centre Topics.</li> </ul> </li> <li>d) Good interpersonal and communication skills for administrative correspondence.</li> </ul>
<b>III</b>	<b>Name of the post</b>	<b>Sr. Administrative Officer (Core Faculty-General)</b>
	<b>Number of Posts</b>	<b>01 (One)</b>
	<b>Purpose</b>	<b>To handle work related to Core Faculty - IT and any other work assigned by PD, RCB&amp;KI, Jammu.</b>
	<b>Requirements</b>	<ul style="list-style-type: none"> <li>a) Holding analogous posts on regular basis in the parent</li> </ul>

		<p>cadre.</p> <p>b) Possessing knowledge of:</p> <ol style="list-style-type: none"> <li>Preparation of course, schedule, coordinating &amp; conducting courses, preparation of course material, handouts, audio-visual aids.</li> <li>Preparation of Structured Training Modules (STMs) and Case Studies on allotted subjects/courses.</li> <li>Correspondence/consolidation work relating to submission of Performance Monitoring Framework (PMF) on RCB&amp;KI, Jammu to CAG's office.</li> <li>Handling sessions in General Courses as per approved course schedules.</li> </ol>
<b>IV</b>	<b>Name of the post</b>	<b>Sr. Administrative Officer (Administration)</b>
	<b>Number of Posts</b>	<b>01 (One)</b>
	<b>Purpose</b>	<b>To handle work related to Administration and any other work assigned by PD, RCB&amp;KI, Jammu.</b>
	<b>Requirements</b>	<p>a) Holding analogous posts on regular basis in the parent cadre.</p> <p>b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office.</p> <p>c) Knowledge of:</p> <ol style="list-style-type: none"> <li>Strong administrative and personnel management skills.</li> <li>Knowledge of GFR, procurement rules, budgeting, and financial compliance.</li> <li>Proficiency in e-Office, PFMS, e-HRMS, and MS Office tools.</li> <li>Excellent communication, coordination, and report drafting abilities.</li> <li>Leadership and team management experience.</li> <li>Familiarity with policy implementation, audit standards, and record management.</li> </ol> <p>d) Good interpersonal and communication skills for administrative correspondence.</p>
<b>V</b>	<b>Name of the post</b>	<b>Sr. Administrative Officer (Defence Audit-KC)</b>
	<b>Number of Posts</b>	<b>01 (One)</b>
	<b>Purpose</b>	<b>To handle work related to Defence Audit (KC) and any other work assigned by PD, RCB&amp;KI, Jammu.</b>
	<b>Requirements</b>	<p>a) Holding analogous posts on regular basis in the parent cadre.</p> <p>b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office.</p> <p>c) Knowledge of:</p> <ol style="list-style-type: none"> <li>Defence Audit procedures and practices.</li> <li>Design and prepare course schedules, coordinate and conduct training programs, and develop course materials, handouts, and audio-visual aids.</li> <li>Develop Structured Training Modules (STMs) and Case Studies for assigned subjects and courses.</li> <li>Handle correspondence and consolidation work related to submission of the Performance Monitoring Framework (PMF) of RCB&amp;KI, Jammu to the CAG's</li> </ol>

		office. v. Deliver sessions in Defence Courses as per the approved training schedule. Good interpersonal and communication skills for administrative correspondence.
<b>VI</b>	<b>Name of the post</b>	<b>Assistant Audit / Account Officer (Administration)</b>
	<b>iv. Number of Posts</b>	<b>01 (One)</b>
	<b>v. Purpose</b>	<b>To handle Administration related work and any other work assigned by DG, RCB&amp;KI, Jammu.</b>
	<b>vi. Requirements</b>	<p>a) Holding analogous posts on regular basis in the parent cadre.</p> <p>b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office.</p> <p>c) Knowledge of:</p> <ol style="list-style-type: none"> <li>BEMS (Integrated Budget &amp; Expenditure Monitoring System).</li> <li>PFMS (Public Financial Management System).</li> <li>TA/DA and bill processing.</li> <li>Tendering and Procurement Rules (GFR 2017).</li> <li>Hospitality and other Establishment matters.</li> </ol> <p>d) Good interpersonal and communication skills for administrative correspondence.</p> <p>e) Candidates with qualifications in IT-related subjects will be preferred.</p>
<b>VII</b>	<b>Name of the post</b>	<b>Sr. Auditor / Sr. Accountant / Auditor / Accountant</b>
	<b>i. Number of Posts</b>	<b>03 (Three)</b>
	<b>ii. Purpose</b>	<b>To support the administrative and training operations of the Institute</b>
	<b>iii. Requirements</b>	<p>a) Holding analogous posts on regular basis in the parent cadre.</p> <p>b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office.</p> <p>c) Knowledge of:</p> <ol style="list-style-type: none"> <li>iBEMS (Integrated Budget &amp; Expenditure Monitoring System).</li> <li>PFMS (Public Financial Management System).</li> <li>TA/DA and bill processing.</li> <li>Tendering and Procurement Rules (GFR 2017).</li> <li>Hospitality and other Establishment matters.</li> </ol> <p>d) Good interpersonal and communication skills for administrative correspondence.</p>



वरिष्ठ प्रशासनिक अधिकारी  
Senior Administrative Officer

## ANNEXURE - II

### Application for the post –

1.	Name in full (Sh./Smt./Ms./Kum.)	
2.	Present Post held	
3.	Date of entry into Government Service	
4.	Date of entry into IA&AD	
5.	Office to which the applicant belongs: i. Parent Office ii. Present Office	
6.	Date of Birth	
7.	Qualifications: i. Educational ii. Professional	
8.	Present Address	
9.	Permanent Address	
10.	Date of Joining/ Promotion to the current cadre	
11.	Present Pay and Pay Level	
12.	Whether belonging to SC/ST	
13.	Experience Profile*	
14.	Proficiency in computers, details may be given*	
15.	Mobile Number & official email ID	
16.	Any other relevant details	

तारीख/Date: \_\_\_\_\_

स्थान/Place: \_\_\_\_\_

(आवेदक के हस्ताक्षर/Signature of Applicant)

यह प्रमाणित किया जाता है कि उपरोक्त दिए गए विवरण कार्यालय रिकॉर्ड के अनुसार सही हैं।

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

विभागाध्यक्ष के हस्ताक्षर (मोहर के साथ)  
Signature of the Head of the Department (with stamp)

### ANNEXURE III

#### ABSTRACTS OF APARS/ACRS FOR THE LAST FIVE YEARS

(Year-wise APAR grading for the FIVE\* years to be given in respect of each official)

S. No.	Name & Designation	2024-25 <sup>1</sup>	2023-24	2022-23	2021-22	2020-21	2019-20
1							
2							
3							
4							
5							

\* *If any of the APARs of the recommended Officer are not available for any of the above period, the grading for the previous period may be given in the above Annexure.*

\*\* *Indicate numerical grading's only.*

**It is certified that:**

- i. I have verified the grading from the original APARs and found it to be correct.
- ii. No vigilance or disciplinary case is either pending or contemplated against the above Officer/Officials. No major/minor penalty has been imposed on the above Officers/Officials in the past.

**Sr. DAG/ DAG/ DD/ Director (Admn)**

O/o-----

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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<sup>1</sup> *If APAR for 2024-25 is available, the same may be provided and 2019-20 may be ignored.*



भारतीय लेखापरीक्षा एवं लेखा विभाग  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
कार्यालय महानिदेशक लेखापरीक्षा, रक्षा सेवाएं, सातवां तल, ए-ब्लॉक,  
रक्षा कार्यालय परिसर, अफ्रिका एवेन्यु, नई दिल्ली - 110023  
OFFICE OF THE DIRECTOR GENERAL OF AUDIT, DEFENCE SERVICES,  
7th FLOOR, A-BLOCK, DEFENCE OFFICE COMPLEX, AFRICA AVENUE, NEW DELHI - 110023  
सत्यमेव जयते



कार्यालय आदेश भाग ॥ संख्या: ८८७

दिनांक: १९ .१२.२०२५

परिपत्र /CIRCULAR

विषय- प्रतिनियुक्ति के आधार पर कल्याण सहायक (Welfare Assistant) के पद पर नियुक्ति।

निम्नलिखित रक्षा लेखा परीक्षा स्कंध के कार्यालयों में एक-एक कल्याण सहायक के बाहयं संवर्ग (Ex Cadre) पद को भरने हेतु भारतीय लेखापरीक्षा एवं लेखा विभाग में सहायक पर्यवेक्षक/ वरिष्ठ लेखापरीक्षकों/ वरिष्ठ लेखाकारों के ग्रेड में तीन वर्ष की संयुक्त सेवा पूर्ण किए हुए पात्र आवेदकों से आवेदन आमंत्रित किए जाते हैं:-

1. महानिदेशक लेखापरीक्षा, रक्षा सेवाएं, नई दिल्ली।
2. महानिदेशक लेखापरीक्षा, रक्षा सेवाएं, चंडीगढ़।
3. महानिदेशक लेखापरीक्षा (वायु सेना), नई दिल्ली।
4. प्रधान निदेशक लेखापरीक्षा (आयुध निर्माणियां), कोलकाता।

Applications are invited from willing Asstt. Supervisors/ Sr. Auditors/ Sr. Accountants having three years of combined service in the grade in IA&AD for filling up of ex-cadre post of 01 Welfare Assistant at each of the following Defence Audit Wing offices: -

1. Director General of Audit, Defence Services, New Delhi.
2. Director General of Audit, Defence Services, Chandigarh.
3. Director General of Audit (Air Force), New Delhi.
4. Principal Director of Audit (Ordnance Factories), Kolkata.

पात्रता मापदंड:

इस पद के चयन हेतु कल्याण संबंधी कार्यों में कर्मचारी की उपयुक्तता एवं अभिरुचि को ध्यान में रखा जाएगा। वह अभ्यर्थी जो कल्याण सहायक के पद पर कार्य करने हेतु इच्छुक हों उन्हें कल्याण या समुदायिक कार्यों साफ-सफाई, खेल-कूद तथा सांस्कृतिक कार्यों, कार्मिक प्रशासन जिसमें व्यक्तिगत दावों का निपटारा सम्मिलित हो, आदि के क्षेत्र में तीन वर्षों का अनुभव होना आवश्यक है। अभ्यर्थी की उम्र पत्र जारी करने की तिथि को 56 वर्ष से अधिक नहीं होनी चाहिए।

### **Eligibility Criteria:**

The main consideration of the selection for the post will be suitability and aptitude of the person for welfare activities. The candidate who expresses his/her willingness to serve in the post of Welfare Assistant should possess three years of experience in the field of welfare or community activities, house-keeping, sports and cultural activities, personnel administration including settlement of personal claims etc. Age of applicant on date of issue of letter should not be more than 56 years.

### **सेवा शर्तें:-**

1. कल्याण सहायक का पद सातवे वेतन आयोग के अनुरूप पे लेवल -8 में होगा।
2. चयनित अभ्यर्थी कार्मिक एवं प्रशिक्षण विभाग के दिनांक 24.11.2017 के कार्यालय ज्ञापन सं 2/11/2017-स्थापना (वेतन-2) के अनुसार प्रतिनियुक्ति (कार्य) भत्ता अथवा इस पद का वेतनमान आहरित करने के लिए पात्र होगा।
3. प्रतिनियुक्ति शुरू में एक वर्ष की अवधि के लिए होगी। चयन के उपरांत आगे पद पर बने रहना अभ्यर्थी के संतोषजनक प्रदर्शन एवं उनके द्वारा दर्शाई गई वास्तविक अभिरुचि पर निर्भर करेगा। कल्याण सहायक की सेवाएँ अधिकतम पाँच वर्षों के लिए आगे बढ़ाई जा सकती है। पाँच वर्ष के उपरांत किसी भी स्थिति में इस अवधि को बढ़ाया नहीं जाएगा।
4. उक्त पद उपरोक्त कार्यालयों हेतु ही है और यदि आवेदक अन्य स्टेशन से इस पद हेतु चयनित किए जाते हैं तो उन्हें, अपने आवेदन के अनुसार, चयनित स्टेशन में ही अपनी सेवाएं देनी होंगी।

### **Service Conditions:**

1. The post of Welfare Assistant will be in the pay level-8 as per 7<sup>th</sup> CPC.
2. 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. 2/11/2017-Estt.(Pay-II) dated 24.11.2017.
3. The period of deputation will be initially for a period of one year. After selection further extension/continuity will depend upon satisfactory performance and actual interest displayed. The services of the Welfare Assistant are further extendable up to a maximum of five years. No further extension beyond the fifth year will be allowed under any circumstances.
4. The post would be filled up in the offices mentioned above only. Applicants from other stations, if selected, will have to serve in respective office, as per their choice (in application).

इच्छुक सहायक पर्यवेक्षक/ वरिष्ठ लेखापरीक्षक/ वरिष्ठ लेखाकार जो पात्रता के मानदंडों को पूरा करते हों (सहायक पर्यवेक्षक, वरिष्ठ लेखापरीक्षक/वरिष्ठ लेखाकार के पद पर तीन साल की सम्मिलित सेवा) वे पद हेतु अपनी पूर्ण सेवा विवरण पिछले पाँच वर्ष की ए.पी.ए.आर. तथा उनके द्वारा किए गए कल्याण/ समाजिक/ सांस्कृतिक कार्यों आदि की विस्तृत जानकारी के साथ अपने विभागाध्यक्ष के अनुमोदन के पश्चात दिनांक 10.01.2026 तक इस कार्यालय में ई-मेल (dgads@cag.gov.in) द्वारा अवश्य भिजवा दें।

Interested Assstt Supervisors/ Sr. Auditors/ Sr. Accountants who have completed 03 years of combined service in the Assstt Supervisors/ Sr. Auditors/ Sr. Accountants cadre, and fulfill above eligibility criteria may give their willingness along with detailed service particulars, copies of last 5 year APARs and details of Welfare/Social/Cultural activities etc. they have undertaken, duly approved by their Head of Department (HoD), to this office latest by 10.01.2026 through e-mail (dgads@cag.gov.in ).

हस्ता/—  
(किरन यादव)

वरिष्ठ लेखापरीक्षा अधिकारी  
रक्षा सेवाएं, नई दिल्ली।

सं ५७४० /ए.प्रशा/68/कल्याण सहायक/2007-08/खंड-4

दिनांक: १९.१२.२०२५

प्रति निम्नलिखित को प्रेषित हैं-

1. महानिदेशक लेखापरीक्षा, रक्षा सेवाएं, चंडीगढ़।
2. महानिदेशक लेखापरीक्षा (वायु सेना), नई दिल्ली।
3. प्रधान निदेशक लेखापरीक्षा (आयुध निर्माणियां), कोलकाता।
4. इस कार्यालय के सभी अनुभाग/लेखापरीक्षा ग्रुप/सचिवालय/नोटिस बोर्ड(स्थानीय)।
5. सभी आई.ए. एंड ए.डी. के कार्यालय (डाक सूची के अनुसार)।
6. कार्यालय आदेश भाग-॥ पंजिका।

किरन  
(किरन यादव)

वरिष्ठ लेखापरीक्षा अधिकारी  
रक्षा सेवाएं, नई दिल्ली।

भारतीय लेखा एवं लेखापरीक्षा विभाग  
कार्यालय प्रधान महालेखाकार (लेखा व हकदारी)  
हिमाचल प्रदेश, शिमला 171003  
दूरभाष: 0177-2814935



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL (A&E),  
HIMACHAL PRADESH, SHIMLA-171003  
E-mail: agaehimachalpradesh@cag.gov.in

संख्या : प्रशा /EG-1((xii)/कल्याण सहायक/2023//2025-26/3518-19 दिनांक:- 24-12-2025

सेवा में

भारतीय लेखापरीक्षा एवं लेखा विभाग के सभी विभागाध्यक्ष।

विषय:- प्रधान महालेखाकार (लेखा एवं हकदारी), हिमाचल प्रदेश, शिमला के कार्यालय में कल्याण सहायक के पद को प्रतिनियुक्ति के आधार पर भरने के संबंध।

महोदय/महोदया,

इस कार्यालय में कल्याण सहायक लेवल 08 के पद को प्रतिनियुक्ति के आधार पर भरने के लिए आवेदन आमंत्रित किए जाते हैं। यह रिक्ति मुख्यालय कार्यालय द्वारा पत्र संख्या 60-स्टाफ (APP)-I/14-2023 दिनांक 27.01.2025 के माध्यम से एवं समय-समय पर प्रतिनियुक्ति के सम्बन्ध में जारी दिशानिर्देशों के अनुसार भरी जाएगी।

प्रतिनियुक्ति के लिए पात्रता मानदंड निम्नानुसार हैं:-

- वर्तमान कैडर या विभाग में नियमित आधार पर समान पदों पर काम करना या मूल कैडर या विभाग में नियमित आधार पर नियुक्ति के बाद वरिष्ठ लेखाकार/ वरिष्ठ लेखापरिक्षक (लेवल 6) और सहायक पर्यवेक्षक (लेखे/लेखापरीक्षा) (लेवल 7) के ग्रेड में तीन साल की कुल सेवा।
- कल्याण या सामुदायिक गतिविधियों, हाउसकीपिंग, खेल और सांस्कृतिक गतिविधियों, पर्सनल एडमिनिस्ट्रेशन जिसमें व्यक्तिगत दावे का निपटारा शामिल है, के क्षेत्र में तीन साल का अनुभव होना।
- वे अधिकारी, जो पदोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति के आधार पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार, प्रतिनियुक्ति पर आए व्यक्ति भी पदोन्नति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।
- प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त होने की अंतिम तिथि को 56 वर्ष से अधिक नहीं होगी।

प्रतिनियुक्ति के लिए सेवा शर्तें निम्नानुसार हैं :-

- कल्याण सहायक का पद 7वें वेतन आयोग के अनुसार पे लेवल-8 में होगा।
- चयनित अभ्यर्थी को कार्यिक एवं प्रशिक्षण विभाग के कार्यालय ज्ञापन संख्या 2/11/2017-Estt.(Pay-II) दिनांक 24.11.2017 के अनुसार प्रतिनियुक्ति (ड्यूटी) भत्ता या इस पद का वेतनमान आहरित करने के पत्र होंगे।
- प्रतिनियुक्ति की अवधि प्रारम्भ में एक वर्ष के लिए होगी तथा रिक्ति की उपलब्धता तथा अभ्यर्थी की उपयुक्तता के अनुसार इसे आगे बढ़ाया जा सकता है।

इस सम्बन्ध में आपसे यह अनुरोध किया जाता है कि कृपया योग्य एवं इच्छुक अधिकारियों / कर्मचारियों के आवेदन, जो संलग्न प्रोफार्मा में हों, पिछले पांच वर्षों की वार्षिक कार्य निष्पादन रिपोर्ट (एपीएआर) की सत्यापित प्रतियां तथा सतर्कता अनापत्ति प्रमाण पत्र इस कार्यालय को 10.01.2026 तक ई-मेल के माध्यम से भेज दें।

यह प्रधान महालेखाकार महोदय के अनुमोदन से जारी किया जा रहा है।

## **BIO-DATA**

### **Application for the post of Welfare Assistant in the O/o the Pr. Accountant General**

#### **(A&E) HP, Shimla on Deputation Basis**

1. Name of the 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)**

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) CHHATTISGARH**  
**ZERO POINT, BALODA BAZAR ROAD, RAIPUR-492005**

No. Admn./Deputation/ AAO/O.O.- 240

Date: 26.12.2025

**-:Circular:-**

**Subject: Filling up of posts of Asst. Accounts Officer in the Office of Principal Accountant General (A&E), Chhattisgarh on deputation basis-reg.**

Applications are hereby invited for appointment to the following posts on deputation basis in this office on the terms and conditions laid down in DoPT O.M. No. 6/8/2009-Estt. (Pay II) dated 17/06/2010 as well as other guidelines issued in this regard from time to time.

2. The eligibility criteria for appointment to the said post are as under:-

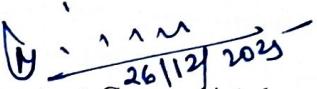
Name of the post	Number of post	Eligibility
Assistant Accounts Officer	13	Officers under the Cadre Controlling Authority in the Indian Audit and Accounts Department holding analogous posts of Assistant Accounts Officer or Assistant Audit Officer in Pay Band- 2, Pay Scale of ₹ 9300- 34800 with Grade Pay of ₹ 4800/- (alongwith officers who have been granted NFU). Applicants should be holding analogous post on regular basis in the parent office.

3. The period of deputation shall initially be for one year, further extendable on yearly basis, subject to satisfactory performance of the Officials and availability of vacancy as per rule.
4. The Maximum age limit for appointment by deputation shall not be exceeding 56 (fifty-six) years as on the closing date of receipt of applications.
5. In this regard, it is requested to kindly recommend the names of eligible officials who are willing and can be spared immediately in the event of their selection to the respective post on deputation basis. The recommendations accompanied with the following documents/certificates may kindly be forwarded to this office within 30 days of issue of this circular.

- i) Bio-data of the applicant duly attested by Head of the Office.

- ii) Integrity/ Vigilance Clearance Certificate for last 5 years.
- iii) Photocopies of complete up to date ACR/APARs for last 5 years.
- iv) Major/Minor penalty statement for last 10 years.

This issues with the approval of the Principal Accountant General.

  
26/12/2025  
Sr. Deputy Accountant General/ Admn

To,

The Head of the Department in all offices of IA&AD  
(As per the mailing list)

Application for the post of Assistant Accounts Officer

Field No.	Description
1	Name in full (Shri/Smt/Ms/Kum)
2	Present Post held
3	Date of entry in the Govt. Service
4	Date of entry in IAAD
5	Office to which the applicant belongs (i. Parent Office, ii. Present Office)
6	Date of Birth
7	Qualifications (i. Educational, ii. Professional)
8	Permanent Address
9	Present Address
10	Date of Joining/Promotion to the current cadre
11	Present Pay and Pay Level
12	Whether belonging to SC/ST
13	Experience Profile
14	Proficiency in computers, details may be given
15	Mobile Number, official email ID
16	Any other relevant details

Date:

Place:

Signature of the candidate

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

Signature of the Head of the Office (With stamp)