

**Office of the Principal Accountant General (A&E),
Andhra Pradesh, Vijayawada
Bio-Data for the Post of Welfare Assistant**

1.	Name in full (Shri/Smt/Ms)	
2.	Present Post held	
3.	a) Permanent Address b) Present Address	
4.	Date of Birth	
5.	Qualifications i) Educational ii) Professional	
6.	Office to which the applicant belongs: i) Parent Office ii) Present Office	
7.	Whether belongs to SC/ST	
8.	Date of entry into Government Service	
9.	Post& Date of entry into IA&AD	
10.	Date of entry to the current post	
11.	i) Whether probation period completed? ii) Number of years completed in the grade	
12.	Work experience in Welfare Activities/ duties (may be detailed in separate sheet)	
13.	Proficiency in computers, Details may be given	
14.	Present Pay Level and Pay	
15.	Mobile Number and official email ID	
16.	Any other relevant details	

Date:

Place:

(Signature of Applicant)

It is certified that the above particulars furnished are correct as per our office records and no Disciplinary/Vigilance action is pending against him/her.

Signature of the Head of the Department (With Stamp)

प्रधान महालेखाकार (लेखा एवं हक.) आंध्र प्रदेश का

कार्यालय

27-37-158, 6 व 7 वां तल, स्टालिन सेंट्रल मॉल परिसर,
गवर्नरपेट, विजयवाड़ा - 520002



OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (A&E)
ANDHRA PRADESH
27-37-158, 6 & 7th FLOORS, STALIN CENTRAL MALL,
GOVERNORPET, VIJAYAWADA-520 002

Circular No: PAG(A&E)/AP/Admn-I/U-II/Welfare/I/1134418/2025 दिनांक: 22-09-2025

To,

**All the Heads of Departments of IA&AD,
(as per mailing list)**

विषय : Filling up the post of Welfare Assistant on deputation basis in the
O/o PAG (A&E), Andhra Pradesh, Vijayawada-reg.

महोदय/ महोदया,

Applications are invited from eligible officials who are willing for appointment as Welfare Assistant (Ex-cadre deputation post) in Level-8 of Pay Matrix in the Office of the Principal Accountant General (A&E), Andhra Pradesh, Vijayawada. The period of deputation is initially for a period of **one** (1) year and the continuance in the ex-cadre posts will be based on the performance of the official and subject to sanction for continuance of the post by Head Quarters.

Eligibility Criteria:

- i. The official holding analogous posts on regular basis in the parent cadre or Department; **or**,
 - ii. The official with regular service of 3 years in the grade of Sr. Accountant or the official holding the post of Asst. Supervisor; **and**
 - iii. The official possessing three years of experience in the field of welfare or community activities, housekeeping, sports and cultural activities, personnel administration including settlement of personal claims.
 - iv. The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of application.
2. The period of deputation including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same or other organization or Department of the Central Government shall ordinarily not to exceed three years.
3. Deputation Guidelines issued by HQrs vide letter no. 60- Staff (app-I)/14-2023 dated 27.01.2025 shall be strictly adhered to. The deputation allowance/ pay fixation of the said post shall be as per extant rules.
4. Officials who are interested in the above assignment and satisfying the eligibility criteria, may submit their applications through proper channel along with following documents within **30 days from the date of notification** to this office through e-mail (agaeandhrapradesh@cag.gov.in or admn1.anp.ae@cag.gov.in).
- i. Bio data of the applicant duly filled in and attested by Head of the Department (proforma enclosed).
 - ii. Photocopies of APARs for the last 5 years duly attested on each page.
 - iii. Vigilance clearance certificate.

यह प्रधान महालेखाकार (लेखा एवं हक.) के अनुमोदन से जारी किया गया।

Encl: Bio-data form

**Digitally signed by
LALITH KUMAR VANGARA
Date: 22-09-2025
16:17:21**

उप महालेखाकार (प्रशासन)

Deputy Accountant General (Admn.)

Copy to:

PAG Peshi-for circulation to all IA&AD offices

Notice Board

CEDP-for publishing on official website, email list of office.

- 2 -

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Website: <https://cag.gov.in/ae/andhra-pradesh/en>