

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1.Name and Address (in Block Letters)		
2.Date of Birth (in Christian era)		
3.i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4.Educational Qualifications		
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>	
<b>Essential</b>	<b>Essential</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<b>Desirable</b>	<b>Desirable</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News. <b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b> .		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
<b>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b>		

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8.Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9.In case the present employment is held on deputation/contract basis, please state			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. <b>9.2 Note:</b> Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
<b>11. Additional details about present employment:</b>  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
<b>16. A Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy		

Circular/Advertisement)  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
<b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) Any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'ISTC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement, and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **or** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

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 & 7<sup>th</sup> FLOORS, STALIN CENTRAL MALL,  
GOVERNORPET, VIJAYAWADA-520 002

## **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) ANDHRA PRADESH, VIJAYAWADA**

### **ANNEXURE-I**

Sl.No	Name of the Post & Eligibility Conditions
1.	<b>Asst. Accounts Officer (Level 8):</b> Officers working in the Indian Audit & Accounts Department: (i) Holding analogous posts of Assistant Accounts Officer or Assistant Audit Officer in Level-8 in pay matrix (Rs 47600-151100); <b>or</b> (ii) Who, has passed the subordinate Accounts Service or Subordinate Audit Service Examination under other Cadre Controlling Authority in the Indian Audit and Accounts Department.
2.	<b>Asst. Supervisor (Level 7):</b> Officers working in the Indian Audit & Accounts Department: (a) (i) holding analogous post on a regular basis in the parent cadre or department, <b>or</b> (ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in level 6 (35400-112400) of the pay matrix or equivalent; <b>and</b> (b) possessing the following educational qualification and experience: (i) bachelor's degree from a recognized University or Institute.
3.	<b>Private Secretary (Level 7):</b> Officers working in the Indian Audit & Accounts Department: (i) holding analogous post on a regular basis in the parent cadre or department; <b>or</b> (ii) with five years regular service in the Stenographer Grade-I in Level 6 (35400-112400) of Pay Matrix or equivalent in the parent cadre or department.
4.	<b>Stenographer Grade-I (Level 6):</b> Officers holding the Stenographers' posts under the Indian Audit & Accounts Department: (i) holding analogous post on a regular basis in the parent cadre or department; <b>or</b> (ii) with ten years regular service rendered after appointment thereto on a regular basis in Level 4 (25500-81100) of Pay Matrix or equivalent in the parent cadre or department.
5.	<b>Sr. Accountant (Level 6):</b> Officers working in the Indian Audit & Accounts Department: (a)(i) holding analogous post on a regular basis in the parent cadre or department, <b>or</b>

	(ii) with six years' service rendered in the grade after appointment thereto on regular basis in posts in level 5 (29200-92300) of the pay matrix or equivalent in the parent cadre or department.
6.	<b>Accountant (Level 5):</b> Officers working in the Indian Audit & Accounts Department: (i) holding analogous post on a regular basis in the parent cadre or department, <b>or</b> (ii) Clerks with five years regular service or clerks who had passed the Departmental Examination for Accountants or Auditors from other offices in the department.
7.	<b>Stenographer Grade-II (Level 4):</b> Officers working in the Indian Audit & Accounts Department: (a)(i) holding analogous posts on regular basis in the parent cadre or department; and (b)(i) 12 <sup>th</sup> class pass or equivalent from a recognized Board or University.
8.	<b>Clerk (Level 2):</b> Officers working in the Indian Audit & Accounts Department: (i) holding analogous post on a regular basis in the parent cadre or department.

Applicants to all the above said posts should have sufficient exposure to basic working knowledge on computers in all the modules of MS Office including the knowledge of internet to send/receive e-mails.

**Note 1:** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** The period of deputation including the period of deputation in another *ex-cadre* post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.

**Note 3:** Officials who were granted MACP/NFU in their current designation are also eligible to apply for Deputation.

Digitally signed by  
MALLEYBOYINA NAGARAJU  
Date: 22-04-2025  
16:43:37

**Sr. Accounts Officer (Admn)**

प्रधान महालेखाकार (लेखा एवं हक.) आंध्र प्रदेश का  
कार्यालय  
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GOVERNORPET, VIJAYAWADA-520 002

**Lr.No.PAG(A&E)/AP/Admn-I/U-III/Deptnfromotheroffices/I/948460/2025**

**दिनांक:22-04-2025**

**अधिसूचना /NOTIFICATION No: 1**

To,  
All the Heads of Department of IA&AD.

**Sub:** Deputation Notification for Filling Vacant Posts in the Office of the Principal Accountant General (A&E), Andhra Pradesh, Vijayawada – Reg.

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The Office of the Principal Accountant General (A&E), Andhra Pradesh, Vijayawada, invites applications from eligible officials working in Indian Audit and Accounts Department to fill the following vacant posts on a deputation basis:

S. No.	Name of the Post	Pay Level (as per 7th CPC)	Vacancy
1.	Assistant Accounts Officer	Level 8	13
2.	Assistant Supervisor	Level 7	24
3.	Private Secretary	Level 7	1
4.	Stenographer Grade-I	Level 6	3
5.	Senior Accountant	Level 6	58
6.	Accountant	Level 5	45
7.	Stenographer Grade-II	Level 4	2
8.	Clerk	Level 2	24

**Terms & Conditions:**

- Place of Posting:** Vijayawada, Andhra Pradesh.
- Eligibility Criteria:** Detailed eligibility conditions for each post are provided in **Annexure-I** (enclosed).
- Tenure of Deputation:**
  - The initial deputation period for all posts, except Assistant Accounts Officer, is **three years**.
  - For the post of Assistant Accounts Officer, the initial deputation period is **one year**.



4. The deputation tenure is subject to performance evaluation. Officials may be repatriated before completion of tenure if their performance or conduct is found unsatisfactory by the borrowing authority, or for administrative reasons.
5. **Deputation (Duty) Allowance:** Selected officials will be entitled to Deputation (Duty) Allowance as per existing rules.
6. **Age Limit:** The maximum age for appointment on deputation shall **not exceed 56 years** as of the closing date of application.
7. **Preference Criteria:**
  - Physically handicapped candidates and spouse-based applicants will be given preference if applications exceed available vacancies.
  - However, as per HQ letter No. **1009-Staff (App I)/08-2016 dated 06.08.2021**, spouse-based applications will **not be considered as in public interest**.
8. **Application Submission:**
  - Applications of interested and eligible officials must be forwarded in the **prescribed proforma** (enclosed) along with recommendations from the respective department.
  - The following documents should be enclosed:
    - i. **Biodata & Vigilance Clearance / Cadre Clearance / Integrity Certificate** (in the prescribed format).
    - ii. **APARs for the last five years** (attested on the last page of each year by an officer not below the rank of Sr. Accounts/Audit Officer).
  - The last date for submission of applications is **31.05.2025**.

This notification is issued with the approval of the **Principal Accountant General (A&E), Andhra Pradesh**.

Digitally signed by  
BANOTH RAKESH NAIK  
Date: 22-04-2025  
16:09:15

उप महालेखाकार (प्रशासन)  
**Deputy Accountant General (Admn)**