



कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी), तमिलनाडु  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS), TAMIL NADU

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No. PAG (A&E) /Estt. I/Rectt /2024-25/175

Dated: 03.06.2024

NOTICE

It is proposed to fill up the following posts in the Departmental Canteen, O/o the Principal Accountant General (A&E), Tamil Nadu, Chennai on deputation basis:

Sl. No	Name of the Post	Level of Pay	Eligibility
1	General Manager	Level – 6 of Pay Matrix	<ul style="list-style-type: none"><li>➤ Officials holding analogous posts on regular basis in the parent cadre or department</li><li>(or)</li><li>➤ Possessing the following educational qualifications and experience:<ul style="list-style-type: none"><li>(i) Bachelor's degree in commerce or Business Studies or Economics or Public administration from a recognized University or Institute.</li><li>(ii) Three years experience in administration and management of the Departmental Canteen.</li></ul></li></ul>
2	Dy. General Manager	Level-6 of Pay Matrix	Officials of the Central Government a) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With six years in the grade rendered after appointment thereto on a regular basis in posts in level 5 of pay matrix or equivalent in the parent cadre or Department; or (iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in the level 4 of pay matrix or equivalent in the parent cadre or Department; and

			<p>b) possessing the following educational qualifications and experience, namely:-</p> <p>i. Bachelor's Degree in commerce or Business Studies or Economics or Public Administration from a recognized Institute or University.</p> <p>ii. two years experience in Accounts work in any Govt. office or public sector undertaking or autonomous or statutory Organization.</p>
3	Manager Cum Accountant	Level – 6 of Pay Matrix	<p>Officials of the Central Government</p> <p>a)</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department; <b>or</b></p> <p>(ii) With six years in the grade rendered after appointment thereto on a regular basis in posts in level 5 of pay matrix or equivalent in the parent cadre or Department; <b>or</b></p> <p>(iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in the level 4 of pay matrix or equivalent in the parent cadre or Department; <b>and</b></p> <p>b) possessing the following educational qualifications and experience, namely:-</p> <p>i. Bachelor's Degree in commerce or Business Studies or Economics or Public Administration from a recognized Institute or University.</p> <p>ii. two years experience in Accounts work in any Govt. office or public sector undertaking or autonomous or statutory Organization.</p>
4	Assistant Manager cum Store Keeper	Level 4	<p>➤ Officials holding analogous posts on regular basis in the parent cadre or department (<b>or</b>)</p> <p>➤ With atleast eight years regular service in Level 2 in the Pay Matrix, <b>and</b></p> <p>➤ Possessing the following educational qualifications and experience:</p> <p>(i) Bachelor's degree in commerce from a recognized</p>

			(ii) University or University with one year diploma in book keeping or store keeping from a recognized institution and Three years experience in handling stores or accounts in a Government Department or Undertaking.
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The applicants, once selected will receive their level of pay plus admissible deputation (Duty) allowance in accordance with the prevalent rules. The initial period of deputation will be for one year and may be extended thereafter subject to suitability and administrative convenience. The total period of deputation will, however, ordinarily not exceed **three** years.

The maximum age limit for application shall not exceed 56 years as on 30.06.2024. Interested officials may submit their applications through proper channel along with copies of APARs for the last 5 years, Vigilance Clearance Certificate (either pending or contemplated ) and Bio-Data latest by **30.06.2024**.

  
व लेखा अधिकारी /(प्रशासन) Sr. Accounts Officer (Admn)

Enl: Application Form

Copy to :

1. Notice Board
2. SAO/ITSC – for uploading the Notification on the official website.
3. All the Head of Departments in IA&AD as per mailing list.

BIO-DATA/ CURRICULAM VITAE PROFORMA

Self-attested  
Passport size  
photograph

1. Name of the post applied for \_\_\_\_\_
2. Name of applicant with designation and complete office address(in block letters), e-mail and telephone No. \_\_\_\_\_
3. Residential Address with phone number \_\_\_\_\_
4. Permanent Address \_\_\_\_\_
5. Date of Birth (in Christian era) \_\_\_\_\_
6. Whether belongs to SC/ST/OBC \_\_\_\_\_
7. Date of entry into service \_\_\_\_\_
8. Date of retirement under Central/State Government rules \_\_\_\_\_
8. Educational qualifications \_\_\_\_\_
9. Post held on regular (i.e. substantive) basis and the date from which held with grade pay / Pay Level in Pay Matrix \_\_\_\_\_
10. Present Pay \_\_\_\_\_

11. Details of Employment of last 10 years in Chronological order. Enclose a separate sheet, duly authenticated under your signature .

Name of office/organisation where employed	Post Held	From	To	Basic Pay	Grade Pay/Level in pay matrix	Major Duties
1.	2.	3.	4.	5.	6.	7.

12. Nature of present employment i.e.  
Ad-hoc or temporary or permanent \_\_\_\_\_

13. In case the present employment is held on  
Deputation/contract basis, please state \_\_\_\_\_

- a) Date of initial appointment \_\_\_\_\_

- b) Period of appointment on Deputation/contract \_\_\_\_\_

- c) Name of parent office/Organization to which you belong \_\_\_\_\_

14. Training/ courses attended \_\_\_\_\_

15. Additional details about your present  
employment please state whether working under

- i. Central Government
- ii. State Government
- iii. Autonomous Organization
- iv. Central Public Sector Undertaking
- v. State Public Sector Undertaking

16. Additional information, if any, which applicant may like to mention in support of his/her suitability for the post vis-a-viz the "duties" mentioned in Annexure-II.

Enclosed a separate sheet, if required

I have carefully gone through the vacancy circular/ advertisement and i am well aware that the information furnished in the bio-data duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me. 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)

Date:  
Mobile No: \_\_\_\_\_

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE/ OFFICER  
NOT BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE  
FORWARDING THE APPLICATION

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Tele. \_\_\_\_\_

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

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

Official seal

*Note: All Terms and Conditions of deputation will be followed as per DoP&T's OM No.6/8/2009-Estt.(Pay.II) dated 17.06.2010 and its amendment issued from time to time.*