

भारतीय लेखापरीक्षा और लेखा विभाग
प्रधान निदेशक लेखापरीक्षा का कार्यालय
पूर्व रेलवे, कोलकाता
14, स्ट्रैंड रोड, न्यू कोयलाघाट बिल्डिंग (5वीं मंजिल)
कोलकाता - 700001



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT
EASTERN RAILWAY, KOLKATA
14, STRAND ROAD, NEW KOILAGHAT BUILDING
(5th FLOOR), KOLKATA - 700001

CIRCULAR NO: 18

Sub: - Filling up of one vacancy to the post of Welfare Assistant (Ex-Cadre post) on deputation basis in the O/o the Principal Director of Audit, Eastern Railway, Kolkata.

Applications are invited from eligible officials (Sr. Auditors/Assistant Supervisor) of this office for filling up of one vacancy to the post of Welfare Assistant (Ex-Cadre post) on deputation basis in the Pay Matrix Level-8 (Rs. 47600-151100) of CCS (Revised Pay) Rules 2016, under the Cadre Control of this office.

Officials of this office and O/o the Principal Director of Audit, Railway Production Units & Metro Railway, meeting the eligibility criteria may submit their application to the Administration Section on or before 5th June 2025 in the enclosed proforma.

ELIGIBILITY CRITERIA:

As per Indian Audit and Accounts Department (Welfare Assistant) Recruitment Rules, 2002 and subsequent relaxation vide Headquarters Circular No: 08-Staff (App-I)/2021 issued under letter no: 183-Staff (A I)/09-2021 dated 09/02/2021, following officers/officials are eligible for applying for the post:

- 1) (i) holding analogous post on regular basis in the parent cadre or department, or
(ii) officials with combined regular service of 03 years in the grade of Senior Auditor and Assistant Supervisor.
- 2) possessing three years' experience in the field of welfare or community activities. House Keeping, Sports and Cultural Activities, Personal Administration including settlement of personal claims etc."
- 3) Maximum age limit shall not exceed 56 years of age as on closing date of receipt of applications.

OTHER CONDITIONS:

- 1) Deputation to the post initially will be for one year which may be extended thereafter by Competent Authority subject to suitability and administrative convenience.
- 2) 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 03 (Three) years.
- 3) No deputation allowance is admissible for the post.

This issues with approval of the Principal Director of Audit, Eastern Railway, Kolkata.

Encl:- As stated.


Sd/-
Director (Administration)

No: Admn/33-2/85 (WA)/Pt/

Date: 26-05-2025

Copy forwarded for information to :

- (i) The Principal Director of Audit, Railway Production Units & Metro Railway, Kolkata.
- (ii) The Director, O/o the PDA, RPU, CLW, Chittaranjan.
- (iii) The Director, O/o the PDA, RPU, BLW, Varanasi.
- (iv) The Sr. Audit Officer (Administration), O/o the PDA, RPU & MR, Kolkata.
- (v) All the Branch Officers (including Divisions & COR Wing-II at Liluah) with the request to bring the content of this circular to all the officers/officials posted in respective sections/units/divisions and submit the willingness, if any, to the Administration Section.
- (vi) The Sr. Audit Officer (IT&EDP), O/o the PDA, ER, Kolkata with the request to upload this circular to the official website.
- (vii) The PS to PDA, O/o the PDA, ER, Kolkata.
- (viii) The Steno to Director (Admn)/Dy. Director (Construction), O/o the PDA, ER, Kolkata.
- (ix) Notice Board.
- (x) Circular Register.


Sr. Audit Officer (Administration)

PROFORMA

Application for the Post of Welfare Assistant on Deputation Basis:

1	Name of the Applicant	
2	Designation	
3	Date of Birth	
4	Gender	
5	Date of appointment in the Department	
6	Date of appointment to the present cadre	
7	Present Pay (in Rs.) & Pay Level	
8	Educational qualifications	
9	Details regarding Welfare/Sports/ Cultural/Community/House Keeping Activities with supporting documents (if any)	
10	Any other information which the applicant wishes to furnish: -	

Place:-

Date: -

Signature of the Applicant