

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

No. Admn./Deputation/ Sr.PS/0-0 - 74

Date: 20.06.2025

-:Notification:-

Sub:- Deputation notification for filling vacant post in the office of the Principal Accountant General (A&E) Chhattisgarh, Raipur –reg.

The office of the Principal Accountant General (A&E) Chhattisgarh, Raipur invites applications from eligible officials working in Indian Audit and Accounts Department to fill up following vacant post on deputation basis:-

Sl. No.	Cadre	Vacancy	Eligibility	Work requirements
01	Senior Private Secretary	01	(i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With two years regular service in the post of Private Secretary grade rendered after appointment thereto on regular basis in Level-7 in the Pay Matrix (Rs 44900-142400) in the parent cadre or department.	Proficiency in computer work (like knowledge of MS Office, emailing etc.)

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

Terms & Conditions:-

1. Place of posting: Raipur, Chhattisgarh
2. Tenure of deputation : The initial deputation period for the post of Senior Private Secretary would be one year which may be extended with mutual consent of lending and borrowing offices .
3. Other terms and conditions of deputation will be governed by the provisions contained in Headquarters office letter No. 60-Staff (App)-I/ 14-2023, dated 27.01.2025.

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. Application submission:-
 - Application of interested and eligible officials must be forwarded in the prescribed proforma (enclosed) along with recommendations from the respective department.
 - Following documents should be enclosed with the application:-
 1. Bio-data and vigilance clearance
 2. Cadre clearance
 3. Integrity certificate
 4. Copies of APAR for the last five years (duly attested by an officer not below the rank of Sr. AO)
 - The last date of submission of application is : 31.07.2025


Dy. Accountant General (Admn.)

To,

All the Heads of Department of IA&AD (As per the mailing list)

Advertisement No:

Date:

Bio-Data for the Post of

1. Name	
2. Designation	
3. Date of Birth	
4. Permanent Address	
5. Qualification (i) Educational: (ii) Professional:	
6. Name of office to which the officer/official belongs (i) Parent office: (ii) Office in which working at present.	
7. Whether the officer belongs to SC/ST. If yes, please mention category.	
8. Date of entry Into Govt. Service	
9. Date of entry in IA&AD	
10. Date of promotion on post	
11. Whether probation period completed or not	
12. Mobile number and officials email Id	
13. Present Pay Level and Pay	

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14. Work Experience (a) General (b) RTIs/RTCs	
15. Proficiency in Computers, details may be given.	
16. Details of Exam Passed	
17. Any other relevant details	

Date:

Place:

(Signature of the 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 Department (with Stamp)

Annexure-1

ABSTRACT OF APARs FOR THE LAST FIVE YEARS UPTO 2023-24
(Year-wise APAR grading for the five years to be given)

S. No.	Name & Designation	2023-24	2022-23	2021-22	2020-21	2019-2020
1.						
2.						

It is certified that:

- (i) I have verified the grading from the Original APARs and found to be correct.

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

O/o

Date:

Place: