

14.9.20
Transit 172
11.09.20

OFFICE OF THE DIRECTOR OF ACCOUNTS
CABINET SECRETARIAT
ROOM NO.1001, B-1 WING,
PT.DEENDAYAL ANTYODAYA BHAWAN,
CGO COMPLEX, LODHI ROAD
NEW DELHI-110003

Admn/Dep./55/Vol.V/ 820

Date

To

The Office of the Principal Accountant General (Eco. & Revenue Sector Audit),
Odisha,
Bhubaneswar – 751001.

Sir,

The Office of the Director of Accounts, Cabinet Secretariat intends to fill up some posts of **Clerk-cum-Typist on permanent absorption basis**. The eligibility for the post is as per details given below:

Name of the post	Pay Matrix	Duties of the post	Eligibility
Clerk-cum-Typist	Level 2 of Pay Matrix	Diary, Dispatch, Typing and other miscellaneous clerical jobs.	By absorption from amongst personnel under the Central Government or State Government or Autonomous bodies which are fully funded by the Central Government or State Government: (i) holding the analogous post on regular basis in the parent cadre; or (ii) with three years regular service in the Level 1 of the Pay Matrix or equivalent grade in the parent cadre; and (iii) 12 th class or equivalent qualification passed from a recognized Board or University; and (iv) Typing Speed of 35 words per minute in English or 30 words per minute in Hindi on computer. 35 words per minute and 30 words per minute correspond to 10500 KDP11/9000 KDPH respectively on an average of 5 key depressions for each word.

2. The office of Director of Accounts is experiencing acute shortage of staff in the Clerk-cum-Typist level. It is therefore requested that the requirement may please be arranged to be widely circulated in your office to broad base the response.

3. The applications in the prescribed proforma (copy enclosed) alongwith copies of APARs for the last five years & Vigilance Clearance Certificate of the willing officials may please be sent to this office at an early date.

This issues with the approval of Director of Accounts, Cabinet Secretariat.

Yours faithfully,


(V.P. SUDHIR)

DEPUTY DIRECTOR OF ACCOUNTS

Encl: As above

12/10/20
820
11/9/2020
S. Sengupta
14/09/2020

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BIO DATA

1. Post applied for -
2. Name of the applicant
3. Date of Birth
4. Father's Name
5. Date of Appointment in Govt. Service
6. Permanent Home Address
7. Present Address
8. Educational Qualification
9. Post held with pay scale &
date from holding the present post
10. Work experience
11. Whether SC/ST/OBC

SIGNATURE OF THE APPLICANT

Certificate by the Office

It is certified that the information furnished by the candidate has been verified from records and is found to be correct and no major/minor penalty was imposed on the candidate and no disciplinary/vigilance case is pending/contemplated against on him as on date. It is also certified that the integrity of the candidate is beyond doubt.

(Signature of Head of Office with office seal)