

**OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II  
MADHYA PRADESH, GWALIOR**

No./Admn/EDP Cadre./O.O./431

Date:-15.10.2015

**CIRCULAR**

Applications in the prescribed proforma (enclosed) for the post of Data Processor, Sr. Data Processor and Data Manager are invited from the officials working in the Office of the Accountant General (A&E)-II, M.P, Gwalior on deputation basis in EDP Cadre as per following term and conditions envisaged in Headquarters circular No. 31-Staff (App 1)/2015, No. 824-Staff (App 1)/II-2014 Dated 29.09.2015:

1. The eligibility requirements are tabulated below:-

<b>Name of the Post</b>	<b>Eligible Officials</b>
Data Processor:- PB2: GP Rs.4600	Sr. Accountants (PB2: GP Rs. 4200) with 5 years regular service
Sr. Data Processor: PB2: GP Rs. 4800	Assistant Accounts Officer (PB 2: GP Rs. 4800) or SAS Passed Officials awaiting promotion.
Data Manager : PB 3:GP Rs. 5400	Sr. Accounts Officer (PB 3: GPRs. 5400) or Accounts Officer (PB 2: GP Rs. 5400) or Assistant Accounts Officer (PB 2: GP Rs. 4800) with 2 years regular service

2. The official should have adequate knowledge of data structure] data base management, programming, network security etc.
3. The deputation period will continue for three years or till the notification of new recruitment rules whichever is earlier.

Interested officials may apply to the Sr. AO/Admn. in enclosed format alongwith the self attested copies of APARs for the last five years by **02.11.2015** positively.

-Sd./-

**Dy. Accountant General/Admn.**

Encl:- As above

No./Admn/EDP Cadre./S.T.R./

Date:-

Copy forwarded to Sr. A.O./ VLC O/o The Pr. A.G. (A&E)-I, Madhya Pradesh, Gwalior for uploading the above advertisement on the website of this office.

**Sr. Accounts officer/Admn.**

**OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II  
MADHYA PRADESH, GWALIOR**

**BIO DATA**

**Application form for the Post of Data Processor, Sr. Data Processor & Data  
Manager in EDP Cadre on Deputation basis.**

1.	Name of the post for which Applied					
2.	Name , Present Post & Pmt. No.					
3.	Contact No.					
4.	Date of Birth					
5.	Date of Appointment					
6.	Educational Qualification					
7.	Knowledge/Experience of the field of EDP					
8.	Present Pay, Pay Band, Grade Pay					
9.	Details of employment in chronological order as below					
<b>Sr. No.</b>	<b>Office</b>	<b>Post held</b>	<b>From</b>	<b>to</b>	<b>Scale of pay and basic pay</b>	<b>Nature of duties</b>

8. Additional information, if any:-

9. Whether belongs to SC/ST:-

Date:-

Place:-

Signature of Applicant