

**Filling up of vacancies in on deputation basis.**

Applications invited from:

All interested and eligible officers/officials only.

**Last date to submit Applications to Admn-I Section through proper channel forwarded through concerned wing/section:**

1. AG (A&E), Kerala – 02.06.2025
2. National Productivity Council, New Delhi – 21.05.2025

AdmnVI/Deputation /2025-26

Date: 13-05-2025

**CIRCULAR**

To,

**The Heads of the Departments of IA&AD  
(as per mailing list)**

**Sub: Filling up of the Regular Temporary post of Legal Assistant on  
deputation basis in office of AG (A&E), Kerala- reg.**

Sir/Madam,

Applications are invited for the newly created RT post of **Legal Assistant** in this office on deputation basis. The details of the post, including eligibility criteria and job description are as follows:

**1. Criteria and Eligibility for the post of Legal Assistant**

Post	Feeder Cadre	Eligibility
Legal Assistant	AAO/Supervisor	i. Work experience of 03 years in legal section. ii. Law degree is preferable qualification.
	Accountant/Sr. Accountant/Asst. Supervisor	i. <b>Law Degree is mandatory.</b> ii. Work Experience of 03 years in Legal Section is preferable qualification.

- The period of deputation will initially be for one (01) year, subject to extension based on the performance and the requirements of service.
- A financial incentive in the form of deputation allowance will be allowed to incentivize the officials.
- It is requested to recommend names of eligible officers/officials who are willing to apply for the post. The recommendations accompanied by the following documents/certificates may kindly be forwarded to this office **within 30 days** of issue of this circular:

- Bio-data of the applicant duly filled in and attested by Head of Office.**
- Photocopies of complete and up to date ACR/APARs for the last 5 years**

***duly attested on each page and***

**iii. Integrity Certificate/Vigilance Clearance Certificate**

5. Deputation guidelines issued vide Hqrs letter No. 60-Staff(App)-1/14-2023 dated 27.01.2025 shall strictly be adhered to.

**6. Job Description of the Post**

- i. Prepare case briefs and para-wise comments and liaise with counsel in preparing draft plaints.
- ii. Ascertain from concerned government counsel the details of the cases against the department listed for hearing on the following dates and attend the Court/CAT with the government counsel on the dates fixed for such hearing.
- iii. Monitor the progress of each case personally, record the outcome of the hearings and update the status in LIMBS portal.
- iv. Maintain Registers of court cases, cases allotted to empaneled counsel, fee paid to counselors and their performance and submit monthly/quarterly reports regularly.
- v. Procure the certified copy/obtain a copy of the judgement as soon as the judgement is pronounced and obtain the opinion of the government counsel to defend the case in writing with regard to the feasibility or otherwise of filing CWP/SLP or Review Petition and forward the same to the Headquarters office and watch acknowledgement.
- vi. Meet the requirements of counsels in respect of discussions and production of documents.
- vii. Scrutinize legal fee bills and monitor payments are made timely.
- viii. Assist the Sr. AOs/Group Officers in timely conduct of periodical review of empaneled advocates.

This issues with the approval of Accountant General (A&E)

***Enclosure: Proforma for Biodata***

Digitally signed by  
Basha Mohammed B  
Date: 13-05-2025

18:47:11  
उप महालेखाकार (प्रशासन)

**Deputy Accountant General (Admn.)**

**PROFORMA- LEGAL ASSISTANT**

1	Name	
2	Date of birth	
3	Designation	
4	Educational Qualification	
5	Whether the qualification required for the post are satisfied.	
6	Date of entry into Govt. Service	
7	Date of entry in IA&AD	
8	Date of Retirement	
9	Experience and posts held	
10	Proficiency in Computer (Details may be given)	
11	Contact details (Phone No and email address)	
12	Any other information	

The information furnished above are correct to the best of my knowledge.

Date

Place

Signature of the Official



**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,  
NEW DELHI.**

No. 936 –Staff (App)-I/01-2024/Vol.I

Dated: 08.05.2025

To

- 1. All the Heads of Department in IA&AD**
- 2. Director (P)**
- 3. Principal Director (Commercial)**

Subject: Filling up the post of Internal Audit Officer in National Productivity Council, New Delhi on deputation basis.

Sir / Madam,

I am directed to forward the vacancy circular issued by National Productivity Council, New Delhi to fill up the post of Internal Audit Officer on deputation basis vide letter No. 4220/Admn/2025-ADMN-HQ NPC dated 11.03.2025 (*copy enclosed*)

2. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for such posts on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022. The recommendations accompanied with the necessary documents / certificates (as detailed in the vacancy circular) may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 25.05.2025**. Applications received after 25.05.2025 will not be considered under any circumstance.

3. In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department.

Encls:-As above

Yours faithfully,



(Sanjay Kumar)

Sr. Administrative Officer (Staff App-I)



राष्ट्रीय उत्पादकता परिषद्  
उद्योग संवर्धन एवं आंतरिक व्यापार विभाग  
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)  
उत्पादकता भवन 5-6, इन्स्टीट्यूशनल एरिया,  
लोधी रोड, नई दिल्ली - 110 003

**NATIONAL PRODUCTIVITY COUNCIL**  
Department for Promotion of Industry and Internal Trade  
(Under Ministry of Commerce & Industry, Govt. of India)  
Utpadakta Bhavan, 5-6, Institutional Area,  
Lodhi Road, New Delhi - 110 003

विकसित भारत  
अभियान  
1947 TO 2047

Reminder-II

Comp. File No. 4220/Admn./2025-ADMN HQ NPC

Date:- 11.03.2025

To,

The Comptroller & Auditor General of India,  
9, Deen Dayal Upadhyay Marg,  
**New Delhi-110124**

**Subject:- Filling up of Internal Audit Officer on deputation basis-regarding.**

Sir/Madam,

This has reference to our letter No. 4220/Admn./2025-ADMN HQ NPC dated 12<sup>th</sup> November 2024 regarding on the above subject. We request to please circulate for a suitable person for the above mentioned post in our last letter.

A copy of our last letter is attached for your kind perusal.

Thanking you,

Yours faithfully,

*Amitava Ray*  
11/3/25

(Amitava Ray)

Director & Group Head (Admin.)

Encl: As above

अमिताभ राय/AMITAVA RAY

निदेशक/Director

समूह प्रमुख (प्रशासन)/Group Head (Administration)

राष्ट्रीय उत्पादकता परिषद्  
NATIONAL PRODUCTIVITY COUNCIL  
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)  
(Under Ministry of Commerce & Industry, Govt. of India)  
लोधी रोड, नई दिल्ली/Lodhi Road, New Delhi-110003



Appr

2320827

(PS)

Comp. File No: 4220/admin-11/1/2024-ADMN HQ NPC

Date: 12<sup>th</sup> November, 2024

To,  
The Comptroller & Auditor General of India,  
9, Deen Dayal Upadhyay Marg,  
New Delhi- 110124.

**Subject: - Filling up of Internal Audit Officer on deputation basis - regarding**

Madam/Sir,

The undersigned is directed to say that the National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, GOI and promotes productivity consciousness in the country for sustainable socio-economic development by productivity promotion and dissemination through consultancy, research, and training activities in different sectors of economy.

2. NPC, Head Quarter (HQ), New Delhi proposes to fill up 1 (one) post of Internal Audit Officer on deputation basis. The post is in the Pay Matrix Level 10 of the 7<sup>th</sup> Central Pay Commission (Rs.56,100 – Rs.1,77,500 )on Deputation basis. As per the Recruitment Rules of this Council the post will be filled by deputation as follows:

"Incumbent will be on deputation from Comptroller & Auditor General's Office or nomination by Comptroller & Auditor General from any of the allied offices."

1. In view of the provision in our Recruitment Rules it is requested to inform within 15 days if it will be possible to depute interested and suitable officer/official holding analogous post on regular basis in the parent cadre/department in Level 10 (Rs.56,100 –177,500) or with 5 years regular service in the parent cadre/department in Level 7 (Rs.44,900 –142,400) dealing with Accounts & Audit Function. In case it is possible to depute suitable officer, application in the format placed at Annex- I along with certificate of forwarding Authority in format at Annex-II may be sent to the undersigned as to reach on or before 15 November 2024.

Yours faithfully,



(Amitava Ray)

Group Head (Administration)

Enclosed: - Annexure-I & II.



## Application Form

To:  
Group Head (Administration)  
National Productivity Council  
Utpadakta Bhawan,  
5-6 Institutional Area,  
Lodhi Road,  
New Delhi - 110003

Subject: - Application for appointment to the 1 (one) post of Internal Audit Officer on Deputation.

Sir,

I hereby apply for the post of Internal Audit Officer on Deputation in National Productivity Council, for which applications have been invited vide circular no. \_\_\_\_/\_\_\_\_, dated \_\_\_\_ October 2024, and furnish details as under:

2. Post and location applied for: Internal Audit Officer
3. Basic details:

2.1	Name of applicant: (in BLOCK letters)					Recent passport size photograph (to be pasted)				
2.2	Gender:	Male	Female		Third gender					
	Tick as applicable:									
2.3	Date of birth:									
		D	D	M	M	Y	Y	Y	Y	
2.4	Date of superannuation:									
		D	D	M	M	Y	Y	Y	Y	
2.5	Contact details:	(a) Correspondence address:								
		(b) Mobile number:								
		(c) Email: (in BLOCK letters)								

2.6	Education qualification (graduation/diploma level and above):					
	Qualification (degree, diploma, certificate etc.)	Year	Name of university, institution or other qualification-awarding body	Percentage of marks / Grade Point Average	Discipline / branch / specialisation	
2.7	If applicant is a member of an organised service, full name of the service:					
2.8	Details of employment: (in reverse chronological order, for preceding 10 years; enclose a separate self- authenticated sheet, if required)					
	Organisation	Position held	Period (month and year)		Scale of pay	Brief description of nature of duties
			From	To		

2.9	Present post held on:	Regular basis	Deputation basis
	Tick as applicable:		
2.10	If present post is held on regular basis, name of the post, details of the same:	(a) Level/scale of pay:	
		(b) Date of appointment:	
2.11	If present employment is on deputation basis, details of the same:	(a) Date of appointment:	
		(b) Approved period of deputation:	
		(c) Parent organisation:	
2.12	Training/ courses attended:		
2.13	Details of awards, honours, appreciation etc.:		
2.14	Details of application forwarding authority:	(a) Name:	
		(b) Full designation:	
		(c) Full office address:	
		(d) Office telephone number:	

Date:

Place:

Signature of applicant

Certified that the service particulars given by the applicant above have been verified from his/her service records and found to be correct.

Signature with stamp of office of the forwarding authority

Annexure - II

Certificate from forwarding authority  
(on the letter head of the organisation)

No. \_\_\_\_\_

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

1. Dr/Mr/Ms \_\_\_\_\_, if selected for appointment on deputation in the Unique Authority of India, will be relieved for a period of \_\_\_\_\_<sup>1</sup> years.
2. The information furnished by the said officer has been checked against his/her service records and is correct.
3. Integrity of the officer is certified.
4. No vigilance case is either pending or being contemplated against the officer.
5. It is certified that no penalty has been imposed on the officer during the last 10 years.

Or

The details of penalties imposed on the officer during the last 10 years are given in the duly signed and stamped enclosed statement.<sup>2</sup>

6. Photocopies of ACRs/APARs for the last five years are enclosed herewith, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or an officer of equivalent rank.

Encls.: as above

Signature

Name:

Designation:

Telephone:

Email:

[Stamp of office]

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

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

<sup>1</sup>Period for which the officer shall be relieved should not be less than three years. In respect of officers borne on any cadre of services or posts of the Central Government, this confirmation regarding the relieving of the applicant officer in the event he/she or she is selected should be made only with the requisite approval or no objection or "cadre clearance" from the relevant cadre controlling authority. In case no authority is specified as such in respect of the parent organisation, such authority as is competent to approve the relieving of the officer on deputation is to be considered as the cadre controlling authority for the purposes of this circular.

<sup>2</sup>Please strike out whichever is not applicable.