

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-1 Section through proper channel forwarded through concerned wing/section:

1. CAG Office-20.09.2024.
2. RCB&KI, Hyderabad-13.09.2024.
3. DGA (Agriculture, Food & Water Resources), New Delhi-16.10.2024.
4. PAG (A&E), HP, Shimla-13.09.2024.

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

To

दिनांक / DATE 05.09.2024

**All Heads of Offices in IA &AD
(As per mailing list except Overseas Audit Offices)
And Commercial Audit Offices)**

Subject: Filling up of vacant posts of Senior Administrative Officers/Assistant Administrative Officers in Headquarters office on deputation basis

Madam/Sir,

The Headquarters requires the services of competent/ willing Sr. AOs/AAOs from field offices, who can be inducted in this office on deputation basis against the vacancies of Sr. AOs/AAOs. The terms and conditions of deputation and other terms will be as per extant Government rules/ orders on the subject.

2. You are requested to recommend the names of eligible and willing officers of your office having requisite qualification /experience and having excellent service record (having at least 05 outstanding APAR out of last 7 years), who are clear from vigilance angle and can be spared and relieved of their duties immediately upon their selection on deputation to this office. Applications of candidates under probation/currency of penalty should not be forwarded.

3. The initial period of deputation will be for one year and may be extended thereafter subject to suitability and administrative convenience.

4. The service particulars, copies of Annual Performance Appraisal Report for the preceding seven years of willing and eligible officials along with Abstract of APARs as Annexure-I and prescribed Bio-data as Annexure-II may kindly be sent to the undersigned latest by **30.09.2024**.

Yours faithfully,


(Nilesh Patil)
Director (P)

**Proforma showing the bio-data of Sr.AOs/AAOs recommended
for induction in Headquarters**

1 Name	
2. Designation (Please also mention Civil/Commercial etc., wherever applicable)	
3. Gender (Male/Female)	
4. (i) Date of birth and (ii) Age as on 01.01.2023	
5. Qualification (i) Educational (ii) Professional	
6. Office to which belongs (i) Parent Office (ii) Office and station in which working at present	
7. Whether belongs to SC/ST. If yes, please mention category.	Yes/No
8. Date of entry into Govt. Service	
9. Date of entry in IA&AD	
10. Year of passing SOG Examination	
11. Year of passing RAE/CPD/Incentive Examination	
12. Date of promotion/appointment as AAO (including erstwhile SO) / Sr.AO (including AO)	AAO (including erstwhile SO): Sr. AO (including AO):
13. Number of years completed in the grade as on 1.1.2024 a) Sr.AO (AO/Sr.AO combined) b) AAO (SO/AAO combined)	
14. Present pay & Level	Rs.
15. Experience and posts held	Attach separate sheet giving details under this column, duly signed.
16. Proficiency in Computer: (Details may be given)	
17. Contact details (Phone No and email address)	
18. Any other information.	

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

Dated signature of the candidate

(Countersigned by the Group Officer in charge of Admn of the concerned office)

ABSTRACTS OF APARs/ ACRs FOR THE LAST SEVEN YEARS UP TO 2022-23

(Year-wise APAR grading for the seven* years to be given in respect of each official)

SI No.	Name & Designation	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17
1								
2								
3								
4								
5								

** If any of the APARs of the recommended Officer are not available for any of the above period, the grading for the previous period may be given in the above Annexure.*

Indicate numerical grading's only

It is certified that:

- (i) I have verified the grading from the original APARs and found to be correct
- (ii) No vigilance or disciplinary case is either pending or contemplated against the above Officer/Officials. No major/minor penalty has been imposed on the above Officers/Officials in the past.

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

O/o-----

Date:

Place-----



कार्यालय प्रधान महालेखाकार (लेखा व हकदारी)
हिमाचल प्रदेश, शिमला-171 003
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
HIMACHAL PRADESH, SHIMLA-171 003

No. Admn./EG-22/Deput./SAO/AAO/Legal/2024-25/2030-31

Dated :03-09-2024

To

All Heads of Department in IA&AD.

Subject: Inviting applications against the ex-cadre posts of Sr. AO (legal) and AAO (Legal) for dealing with court cases/ Legal matters-reg.

Sir/Madam,

Applications are invited for filling up the vacant posts in this office on deputation basis in various cadres on usual terms and conditions stipulated in DOPT OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 and amendments made thereof from time to time.

The eligibility criteria for deputation are as under:-

Post & Grade Pay	Professional Qualification	Eligibility Requirements
Sr. AO (Legal) (Pay level-10).	LLB Degree from a recognized University in India/abroad . LLM is desirable.	Sr. Accounts Officer with a minimum of two years in the grade. OR AAO with at least 8 years of service in the grade. OR On transfer on deputation basis from other Central Govt. Departments holding analogous posts in the above mentioned length of service in the grade.
AAO (Legal) (Pay level-08)	LLB Degree from a recognized University in India /abroad.	Assistant Accounts Officer OR SAS passed Sr. Accountant.

Terms and conditions:-

1. The officials in the feeder cadre who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation basis. Similarly, deputationist shall not be eligible for consideration for appointment on promotion.

2. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on closing date of receipt of applications.
3. Period of deputation shall be for one year initially and can be extended further as per availability of vacancies and suitability of the candidate.

It is requested to kindly forward the applications of interested officials who fulfill the above criteria with your recommendations and along with the bio-data (Service particulars), attested copies of APARs for the last five years and vigilance clearance certificate to this office by 18.09.2024.

This issues with the approval of Pr. Accountant General.

Yours faithfully,

Signed by Meenu Sharma
Date: 03-09-2024 18:13:22
DEPUTY ACCOUNTANT GENERAL

Copy of above is forwarded to EDP Cell for uploading on the website of the office.

MEENU SHARMA
DEPUTY ACCOUNTANT GENERAL

गार्टन कैसल बिल्डिंग, शिमला- 171 003 दूरभाष: 0177-2614935, फैक्स: 0177-2814934
Gorton Castle Building, Shimla-171 003 Phone: 0177-2614935, Fax: 0177-2814934
E-mail: agaeHimachalpradesh@cag.gov.in

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

To

दिनांक / DATE 05.09.2024

**All Heads of Offices in IA &AD
(As per mailing list except Overseas Audit Offices)
And Commercial Audit Offices)**

Subject: Filling up of vacant posts of Senior Administrative Officers/Assistant Administrative Officers in Headquarters office on deputation basis

Madam/Sir,

The Headquarters requires the services of competent/ willing Sr. AOs/AOs from field offices, who can be inducted in this office on deputation basis against the vacancies of Sr. AOs/AOs. The terms and conditions of deputation and other terms will be as per extant Government rules/ orders on the subject.

2. You are requested to recommend the names of eligible and willing officers of your office having requisite qualification /experience and having excellent service record (having at least 05 outstanding APAR out of last 7 years), who are clear from vigilance angle and can be spared and relieved of their duties immediately upon their selection on deputation to this office. Applications of candidates under probation/currency of penalty should not be forwarded.

3. The initial period of deputation will be for one year and may be extended thereafter subject to suitability and administrative convenience.

4. The service particulars, copies of Annual Performance Appraisal Report for the preceding seven years of willing and eligible officials along with Abstract of APARs as Annexure-I and prescribed Bio-data as Annexure-II may kindly be sent to the undersigned latest by **30.09.2024**.

Yours faithfully,


(Nilesh Patil)
Director (P)



महा निदेशक लेखा परीक्षा
(कृषि, खाद्य एवं जल संसाधन), नई दिल्ली
Director General of Audit
(Agriculture, Food & Water Resources), New Delhi



email - CAG-ALL-OFFICES@dmgr.nic.in

संख्या 35/ डी. जी. ए. सी. ई./ ए. एफ. डब्ल्यू. आर./प्रशासन/2931

दिनांक 04.10.2024

सेवा में,

All Heads of Department of Audit Offices,
(In IA&AD)
(As per mailing list)

विषय: Deputation Assignment for filling up vacant post of Auditors.

महोदय/महोदया,

Applications from suitable officials of IA&AD are invited for available vacancies for the posts of Auditors on deputation basis.

- The essential and desirable qualification is annexed (Annexure-I). The name of willing officials satisfying the essential qualifications may please be forwarded through cadre controlling authority along with the Bio-Data (Annexure-II) and the abstract of APARs for the previous years (Annexure-III) to this office latest by 25.10.2024. The required documents of the eligible candidates may be scanned and sent by email by their respective cadre controlling offices to avoid postal delay.
 - The initial term of deputation will be for one year and may be extended thereafter, subject to his/her suitability, performance and administrative convenience. However, this office reserves the right to repatriate a deputationist at any time.
 - The officials will be entitled for Deputation Allowance as admissible under extant rules.
- The details of vacancy position given below: -

S.No.	Designation	Vacant post in office	No. of vacancies
1.	Auditor (in level 5)	Kolkata	3
		Bhopal	3
		Mumbai	3
		Kochi	1
		Hyderabad	1
		Thiruvananthapuram	1
		Chennai	2
		Chandigarh	3

संलग्न: (Annexure-I, II & III)

भवदीय,
विवेक
(विवेक कुमार भास्कर)
निदेशक (प्रशासन)

(Annexure-I)

Essential and desirable experience and qualification for the deputation.

Post and (Pay Level)	Qualification
Auditor (Level-5)	<p>Essential\</p> <ol style="list-style-type: none"> 1. Applicants should be holding analogous post on regular basis. 2. The age of the candidate should not exceed 56 years on the closing date of application for the post. <p>Desirable Qualification:</p> <ol style="list-style-type: none"> 1. Administrative functions, including Notings-drafting, communication with Hqrs and other offices etc. 2. Proficiency in Microsoft application (Power Point/Excel/Access/Word) 3. Experience in handling of software related to Budget Management (PFMS/iBEMS)/ Training Management (SAI Training Portal/e-Office/e-HRMS etc.

(Annexure-II)

Station Applied for:

Proforma regarding the bio-data of the applicant for the post of Auditor.

1. Name and Address (in Block Letters)	
2. Designation	
3. Date of Birth (in Christian era)	
4. Contact No. & Email ID (@cag.gov.in)	
5. Qualification Educational Professional	
6. Date of entry into Govt. Service	
7. Date of entry into IA&AD	
8. Present Pay & Level	
9. Whether belong to SC/ST	Yes/No
10. Detailed experience and post held	(Attach separate sheet giving detail under this column, duly signed)
11. Proficiency in Computer: (Details may be given)	
12. Whether applied for deputation in this earlier?	
13. Any other information	

I have carefully gone through the vacancy circular/advertisement, and I am well aware that the information furnished in the Curriculum Vitae supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Dated signature of the candidate)

Permanent Address:

It is certified that the information furnished by above official is correct as verified from the records of this office. No vigilance or disciplinary case is either pending or contemplated against the above officials. No major/minor penalty has been imposed on the above officials in the past.

Date

Head of the Office

(Annexure-III)

ABSTRACTS of APARs/ACRs

In respect of Shri/Smt./Ms. _____ (Name of the candidate)

Year	Grading
2023-24	
2022-23	
2021-22	
2020-21	
2019-20	

It is certified that:

- (i). I have verified the grading from the original APARs/ACRs and found correct.

Date

Head of the Office



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, सैफाबाद, हैदराबाद - ५०० ००४
INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE,
SAIFABAD, HYDERABAD - 500 004.



No.DG/RCB&KI /Hyd/Admn/2023/1 -13/Deputation/2024-25
Dated: 04/09/2024

To

**All the Heads of Offices,
(IA&AD as per mailing list)**

**Sub: Extension of last date for filling up of vacancy of SAO/AAO Faculty
Member (Civil) in RCB&KI, Hyderabad on Deputation basis-reg.**

Sir/Madam,

Applications are invited from the eligible SAOs/AAOs for the post of Faculty Member (Civil) in the Regional Capacity Building & Knowledge Institute (RCB&KI), Hyderabad on deputation basis.

Eligibility criteria:

- i. Holding Senior Audit Officer post on regular basis in the parent cadre
(OR)
Assistant Audit Officers having minimum service of 5 years as AAO
- ii. Considerable working experience in Field Audit
- iii. Experience/Ability to handle sessions
- iv. Should not have crossed the age of 56 years on the date of application

Work requirements:

- a. Preparation of course schedule, coordinating & conducting Courses, preparation of course material, handouts, Audio visual aids
- b. Preparation of course material and related training material pertaining to Knowledge Centre topic allotted.
- c. Preparation of Structured Training Modules (STMs) and Case Studies on allotted subjects/courses
- d. Correspondence work related to obtaining Administrative Sanction of Director General regarding payment of Honorarium to resource persons/guest faculties in respect of courses coordinated.
- e. Correspondence/consolidation work relating to submission of Performance Monitoring Framework (PMF) on RCB&KI, Hyderabad to CAG's office.
- f. Handling sessions in General courses as per approved course schedules.
- g. Developing courseware on the allotted Knowledge Centre Topics
- h. Supervision of all monthly/quarterly returns/correspondence with Headquarters Office.

- i. Preparation/update of Official Manual.
- j. Any other work assigned by the Director General/Principal Director from time to time.

The applications of SAOs/AOs working in IA&AD who are fulfilling the eligibility criteria and willing to be considered for deputation to RCB&KI, Hyderabad may be forwarded to this office on or before **20.09.2024**, along with their bio data (in enclosed format), Certified copies of APARs for the last five years duly attested on each page, and Vigilance Clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicants.

2. The initial period of deputation will be for three years and may be extended thereafter, subject to continued suitability of the applicant and administrative convenience. Training Allowance at prescribed rates (12% at present) would be admissible as per instructions prevailing from time to time. The RCB&KI, Hyderabad, however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

3. The applications of the Officers/Officials working in the office on deputation basis on normal terms and conditions shall be forwarded through their respective parent Office(s).

4. A reference is invited to Headquarters Circular No 269/Trg. Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RCBKIs/KCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

- a. Field offices shall display the deputation notifications issued by RCB&KI/KCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification.
- b. Field offices shall forward all applications received from their offices/staff against the position advertised by RCB&KI/KCs to the concerned Institute/Centre without withholding any application.
- c. On completion of selection process, field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignments at RCB&KI/KCs at the earliest.
- d. However, clause at (b) above regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KI/KCs will not apply in case of applications who have been reverted/repatriated in the last six (6) months from RCB&KI/KCs to their parent offices as per Headquarters Circular No. 398/Trg.Div/42-A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.
- e. The institute works from Monday to Saturday (except Second Saturday).

This issues with the approval of Director General.

Yours faithfully,

J. Krishnanna Raju
Senior Audit Officer/Admn 4/9/24



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, सैफाबाद, हैदराबाद - ५०० ००४

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE,
SAIFABAD, HYDERABAD - 500 004.



सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्रशासन/Deputation/2018/I-6/2024-25/

दिनांक: 04.09.2024

To

All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

विषय : Extension of last date for filling up one vacant post of IS Core Faculty in RCB&KI, Hyderabad on deputation basis - reg

Sir/Madam,

Applications are invited from eligible SAOs/AOs for filling up One post of IS Core Faculty on deputation basis in Regional Capacity Building and Knowledge Institute (RCB&KI), Hyderabad.

Eligibility Criteria:

Aptitude to deliver lectures and In-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, PL/SQL Programming, Microsoft Office, Website applications etc.) and experience in IT Audit.

(i) Knowledge in working with Data Analytics software like Tableau, Knime, Qlikview is desirable

(ii) Ability in development and maintenance of IS systems, Website and e-office.

(iii) Ability to Coordinate courses /Training Programs

(iv) Ability in preparation of Course material and Structured Training Modules (STMs) for IS Courses

2. Application(s) of SAOs/AOs who are willing to be considered for deputation to RCB&KI, Hyderabad for the post of IS Core Faculty may be forwarded to this office on or before **20 September 2024** along with their *Bio-Data (Annexure enclosed)*, **certified copies of APAR for the last five years** duly attested on each page and vigilance clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant. **The required documents of the eligible candidates considered by the respective Parent offices may be scanned and sent by email to avoid postal delay. Hard copies may be sent thereafter to this office.**

3. The term of deputation will be initially for a period of three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RCB&KI, Hyderabad, the selected official will draw his/her basic pay plus **Training Allowance** as applicable on his/her basic pay and as admissible under extant rules.

4. Maximum age limit for appointment by deputation shall not exceed **56 years** as on date of application for the post. The applications of the Officers/Officials working in the office on deputation basis on normal terms & conditions shall be forwarded through their respective Parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the Institution.

5. A reference is invited to Headquarters circular *No. 269/Trg. Div./42-A/2019 dated 18.09.2019* wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

- Field offices shall display the deputation notifications issued by RTIs/ RTCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
- Field offices shall forward all applications received from their officers/staff against the positions advertised by RCBKIs/Cs to the concerned Institute/Centre, without withholding any application;
- On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
- The initial deputation period to RCBKIs/Cs will be for 3 years and extendable on yearly basis thereafter. The RCBKIs/Cs however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

6. However, clause at Sl.no 5 (b) regarding instructions to field offices not to withhold any applications received from their officers/staff against positions advertised by RCBKIs/RCBKC's "*will not apply in case of applicants who have been reverted/repatriated in the last six (6) months from RCBKIs/RCBKC's to their parent offices*". This may please be noted before forwarding the applications.

यह प्रधान निदेशक, क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद के अनुमोदन से जारी होता है।

भवदीय,

Encl:Bio data

व. कृष्णराज 4/9/24
वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन
Senior Audit Officer (Admn)

PROFORMAFor Serving officials (SAOs/AAOs)

NAME IN FULL (CAPITAL LETTERS)	
DATE OF BIRTH	
QUALIFICATION 1. EDUCATIONAL 2. PROFESSIONAL	
DATE OF ENTRY INTO GOVERNMENT SERVICE	
DATE OF ENTRY INTO IAAD	
DATE OF PASSING OF EXAMS 1. SOG/SAS (WITH STREAM) 2. RA 3. CPD I 4. CPD II 5. CPD III 6. OTHER EXAMINATIONS	
DATE OF PROMOTION 1. SO 2. AAO 3. SAO	
BASIC PAY AS ON 01.01.2024 WITH PRESENT PAY (LEVEL/MATRIX)	
PARENT OFFICE	
EXPERIENCE IN RELEVANT FIELD	
CONTACT DETAIL 1. MOBILE NO 2. OFFICIAL E-MAIL ID 3. PRESENT ADDRESS 4. PERMANENT ADDRESS	
ANY OTHER RELEVANT INFORMATION	

Signature of the applicant

Bio-Data (Annexure)

**Latest
Passport Size
Photo**

1.	Name in full (S/Sri/Smt/Ms)	
2.	Present Post Held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications (i) Educational (ii) Professional	
7.	Office to which the applicant belongs (i) Parent Office (ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Date of entry in IA&AD	
11.	<i>Date and year of passing SAS Examination (Please mention Civil Accounts/Civil Audit/Commercial/P&T etc)</i>	
12.	Date of promotion as AAO/SAO	
13.	Details of other exams passed (RAE/CPD-I/ CPD-II/CPD-III/others)	
14.	Proficiency in Computers, full details may be given	
15.	Details of IT Audit Assignments/UN Audit/ Embassy Audit assignments	
16.	Present Pay and Pay Level	
17.	Mobile Number and official email ID	
18.	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.

Signature of the Head of the Department (with Stamp)