

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.VI/382

Dated 11.06.21

To

The Office of the Accountant General (Audit) - II,
Maharashtra,
Nagpur 440001.

Sir,

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

Name of the post	Pay Matrix	Duties of the post	Eligibility
Auditor	Level 5 of Pay Matrix	Scrutiny & passing of Bills, processing of pension cases, Authorisation of Pay & Allowances, Audit of Units and other miscellaneous administrative jobs.	By deputation-cum-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 five years regular service in the Level 4 of the Pay Matrix or equivalent grade in the parent cadre; and (iii) Bachelor's degree from a recognized University;

2. The office of Director of Accounts is experiencing acute shortage of staff in the Auditor level. It is therefore requested that the requirement may please be arranged to be widely circulated in your office to broad base the response. The selected candidates will be first taken on deputation basis and based on their performance will be considered for absorption.

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.

Encl: As above

Yours faithfully,

(V. SUDHIR)

DEPUTY DIRECTOR OF ACCOUNTS

Sh. Bagde
21/6/21

0/38
22/06/2021

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)