



OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (A&E),
PUNJAB, SECTOR-17E,
CHANDIGARH - 160017.
No. Admn. I/A/21-22/220
Date: 27.10.2021

परिपत्र

सहायक प्रशासनिक अधिकारी के पदों के लिए International Centre for Information Systems & Audit (iCISA) Noida में प्रतिनियुक्ति के लिए आवेदन आमंत्रित किए जाते हैं। पात्रता और शर्तें निम्नानुसार है:-

1. Tenure of Deputation period will be initially for 3 years subject to satisfactory service at iCISA which may be extended for further tenure.
2. For the purpose of TA, Noida is regulated as per rates applicable to other places in terms of Ministry of Finance OM No. 21(2)/2008-EII (B) dated 29.08.2008 and subsequent OM No. 21(2)/2015-E II (B) dated 06.08.2015.
3. Priority will be given to the official/staff working at iCISA in allotment of residential quarters within the camps, subject to its availability.
4. Candidate appearing for examinations outside IA&AD will not be considered for the said deputation.
5. The applicants who have already applied earlier may also submit fresh application.
6. The essential and desirable qualification is annexed (Annexure I).
7. Deputation will be subject to the Recruitment Rule in force.

इच्छुक अधिकारी अपने आवेदन पत्र बायोडाटा के साथ 01.11.2021 तक प्रशासन 1 अनुभाग में भेज सकते हैं।

हस्ता

वरि. लेखा अधिकारी (प्रशासन 1)

क्रमांक प्रशासन 1 / 32(4)/प्रतिनियुक्ति / 21-22 / 2059-60

दिनांक 27.10.2021

प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित कि जाती है

1. सूचना प्रौद्योगिकी सहायता कक्षआधिकारिक वेबसाइट में अपलोड करने के लिए
2. कार्यालय आदेश फाईल


वरि. लेखा अधिकारी (प्रशासन 1)

16/2

ANNEXURE – I

Essential and desirable experience and qualification for the deputation

Post	Qualification
<p>Assistant Administrative Officer for OIOS related works</p> <p>Scope of work</p> <ul style="list-style-type: none">• To act as a functional HelpDesk for the local field and branch offices.• Support capacity building and handholding.• Assist OIOS rollout in CAG hqrs. Office	<p>Essential</p> <ul style="list-style-type: none">• Graduate in any discipline• Holding Analogous Post on regular basis in the parent cadre. <p>Desirable/ Preferable</p> <ul style="list-style-type: none">• Preference will be given to candidates having professional certifications/ IT qualifications/ Technical Qualifications/ IT Experience.• Exposure to Audit & comfortable in using IT systems.• Willing to travel to Delhi & outstation.
<p>Assistant Administrative Officer for iCISA related works</p>	<p>Essential</p> <ul style="list-style-type: none">• Graduate in any discipline.• Holding Analogous Post on regular basis in the parent cadre. <p>Desirable/ Preferable</p> <ul style="list-style-type: none">• Preference will be given to candidates having professional certifications/ IT qualifications/ Technical Qualifications/ IT Experience.