

**OFFICE OF THE DIRECTOR GENERAL OF AUDIT, DEFENCE SERVICES,**  
**DEFENCE OFFICE COMPLEX, 7<sup>th</sup> Floor "A" Block**  
**AFRICA AVENUE, NEW DELHI – 110066.**

Date: 18.11.2021

No 070 A.Admn./Dep./AAOs/2019

To,  
All the Heads of Departments of IA&AD  
(As per mailing list)

**CIRCULAR**

Sub: Filling up of vacant posts of Assistant Audit Officer in O/o the Director General, Audit (Ordnance Factories), Kolkata & its Regional Offices on deputation basis - regarding.

Sir/ Madam,

Applications are invited from Assistant Audit Officers having working experience in Commercial Audit in the pay Level 8 of Central Civil Services (Revised Pay) Rules, 2016 for posting in the office of the DGA(OF), Kolkata and its subordinate offices i.e. **Khirkee, Kanpur, Jabalpur, Ambajhari, Avadi** on deputation basis.

2. You are requested to sponsor the names of eligible and willing officers of your office, who are clear from vigilance angle and can be relieved immediately upon their selection for deputation to the offices under the jurisdiction of Director General Audit (Ordnance Factories), Kolkata. Eligibility criteria for the said post is as under -

1) Holding analogous post on regular basis in the parent cadre or department;

2) **Experience :Having experience in Commercial Audit for minimum three years**

3. The terms of deputation of selected officers will be regulated in accordance with the extant rules. Deputation Allowance will be admissible as per the conditions laid down in the GOI, Ministry of Personnel, Public Grievances & Pension OM no. 6/8/2009-Estt.(Pay) dated 17.06.2010.
4. The term of deputation will be subjected to the recruitment rules in force.
5. Once taken on deputation, they are liable to be posted to any section of respective office.
6. Duties as an AAO may require him/her to do touring in connection with the audit work.
7. Maximum age limit for appointment on deputation shall not exceed 56 years as on closing date of receipt of applications.
8. The term of deputation will be initially for a period of one year and may be extended up to maximum five years thereafter, subject to his/her continued suitability and administrative convenience.
9. The applications of the Officers working in the office on deputation basis on normal terms & conditions shall be forwarded through their respective Parent Office(s).
10. Period of deputation including another ex-cadre post held immediately preceding the appointment shall ordinarily not exceed five years.

11. **The candidates once selected for the post will not be allowed to withdraw their candidature subsequently.**

12. The service particulars, bio-data (in duplicate), attested copies of Annual Performance Appraisal Report for the last five years of willing and eligible officers along with Disciplinary/Vigilance clearance certificate may kindly be sent to the undersigned latest by **31.12.2021**.

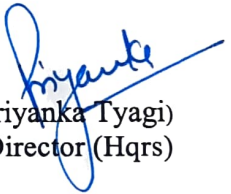
13. Certificate to the effect that:

- 1) The particulars given by the applicant in the bio-data are correct.
- 2) No vigilance/disciplinary cases are pending against the applicant.

This issues with the approval of DGADS, New Delhi.

Encl: Bio-Data Performa.

Yours faithfully,

  
(Priyanka Tyagi)  
Dy. Director (Hqrs)

**Copy to:**

1. PD, Defence O/o the C&AG, New Delhi.
2. DGA(O), Kolkata.