



भारतीय लेखापरीक्षा एवं लेखा विभाग  
कार्यालय महानिदेशक, अन्तर्राष्ट्रीय पर्यावरणीय लेखापरीक्षा एवं सतत् विकास केन्द्र  
आर . टी . आई . केम्पस, ए. जी. कालोनी, बजाज नगर, जयपुर - 302015  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT,  
OFFICE OF THE DIRECTOR GENERAL INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT  
& SUSTAINABLE DEVELOPMENT



RTI Campus, A.G.Colony, Bajaj Nagar, Jaipur-302015  
टेलिफोन./Tel. 0141-2772000 फेक्स./Fax, 2772011-0141- 2772030 ईमेल/Email: [iced@cag.gov.in](mailto:iced@cag.gov.in)

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Dated: 01/04/2022

To

All HoDs of IA&AD as per mailing list (Audit Office only)

Sub: Filling up of vacancies at iCED, Jaipur on deputation basis.

Sir/Madam,

iCED, Jaipur requires the services of suitable officers/officials of IA&AD for filling up the posts mentioned below on deputation basis:

Sr. No.	Designation and Pay Level	Essential Qualification	Desirable Qualification
1	Assistant Audit Officer (Level 8/9) (Research and Risk/Assessment)	(i) Outstanding APAR for the last 3 years. (ii) Knowledge of IT/Computers (MS Word, MS Excel, Power Point)/IT skills overall.	(i) Three years field audit experience. (ii) Audit experience in Performance Audit/Thematic Audit/Compliance Audit - preferably in conduct of Environment Audit. (iii) Conducted Training/published research articles/papers in RTI's/RTCs on Environment audit.
2	Auditor/Sr. Auditor/ Assistant Supervisor (Audit) (Level 5/6/7) (SAS passed applicants who are likely to be promoted as AAOs/AAO-ad hoc in the next three years need not apply.)	(i) Outstanding APAR for the last 3 years. (ii) Knowledge of IT/Computers (MS Word, MS Excel, Power Point)/IT skills overall.	(i) Administrative functions, including Notings-drafting, communication with Hqrs and other offices etc. (ii) Training & Research related work especially in preparation of Audit Guideline/Risk Assessment etc inputs. (iii) Working knowledge of iBEMS/PFMS and e-Office etc.

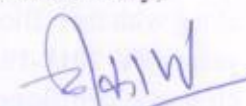
- Applications of candidates who desire to apply for deputation to iCED, Jaipur for the above posts may be forwarded to this office on or before **22<sup>nd</sup> April 2022 (Friday)** along with their Bio-Data (Annexure enclosed), certified copies of APAR for the last 3 years (FY 2018-19, 2019-20 & 2020-21) 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 and that their integrity is beyond doubt. The required documents of the eligible candidates may be scanned and sent by email by their respective offices to avoid postal delay. Those officials who have previously worked at iCED need not apply again.

3. The term of deputation will be for three years and may be extended thereafter, subject to his/her suitability, performance and administrative convenience. While working at iCED, Jaipur, the selected official/officer will be entitled for Deputation allowance as admissible under extant rules.
4. The applications of the Officers/Officials already working on deputation shall be forwarded through their parent Office(s). The selected officials/officers shall not have any right for absorption.
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 Training Institute/Centre was issued for strict compliance. The instructions in the said circular are re-iterated below:
  - a. Field offices shall display the deputation notifications issued by Training Institute/Centre on the notice boards and circulate among the staff finding reasonable time to the candidates for responding to the notification.
  - b. Field offices shall forward all applications received from their officers/staff against the posts advertised by Training Institute/Centre without withholding any application.
  - c. The initial deputation period to Training Institute/Centre will be for 3 years and extendable on yearly basis thereafter. The Training Institute/Centre, however, reserves the right to repatriate a deputationist at any time.
6. The institute works from Monday to Saturday (Second Saturday closed).
7. The age of the candidate should not be more than 56 years as on the closing date of application for the post.
8. For those making their own arrangements for accommodation in Jaipur, at present iCED has a Bus service between its base office at AG Colony, Bajaj Nagar, Jaipur and iCED's new campus at Kant Kalwar, Near Achrol, Jaipur.
9. Any of the terms and conditions mentioned above can be varied at the discretion of iCED, Jaipur.
10. Further, the undersigned is directed to inform that due to administrative exigencies, earlier circular No.17 dated 17.01.2022 stands cancelled ab initio.

This issues with the approval of Director General (ADAI), iCED, Jaipur.

Yours faithfully,

Encl.: Biodata form

  
Director/Admn

122/c

**Format of application for deputation in ICED, Jaipur**

1. Name and Address (in Block Letters)	
2. Contact No & Email ID (@cag.gov.in)	
3. Date of Birth (in Christian era)	
4. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
5. Educational Qualifications	

6. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	Basic pay in the PB/Pay Matrix, Grade pay (if pay not fixed under 7 <sup>th</sup> CPC)	Nature of Duties (in detail) highlighting experience required for the post applied for
7. Nature of Present employment i.e. Ad-hoc or temporary or Quasi- Permanent or Permanent					

8. In Case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Basic Pay and Level of Pay Matrix or Basic Pay and Grade pay if pay not fixed under 7 <sup>th</sup> CPC) of the post held in substantive capacity in the parent organization
<p>8.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance &amp; Integrity Certificate.</p> <p>8.2 Note: Information under Column 8(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization</p>			
9. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details			
10. Additional details about present employment: Please indicate the name of your employer			
11. Please state whether you are working in the same Department			
12. Total emoluments per month now drawn			
Basic pay in the PB/Pay Matrix, Grade pay (if pay not fixed under 7 <sup>th</sup> CPC)		Total emoluments	
13. Whether belong to SC/ST			
14. Whether applied for deputation in ICED earlier? if yes, when and for which post ?			

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.

(Signature of the candidate)

Permanent Address:

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