

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
NEW DELHI.

No. 957-Staff (App)-I/05-2022/Vol.I

Dated: 15/06/2022

To

1. All the Heads of Department in IA&AD
(except Commercial Audit offices)
2. Director (P).

Subject: Filling up the post of Accounts Officer in Level-9 on deputation basis in Ministry of Chemicals & Fertilizers, Department of Fertilizers, New Delhi.

Sir / Madam,

I am directed to intimate that the Ministry of Chemicals & Fertilizers, Department of Fertilizers, New Delhi has intimated to fill up post of Accounts Officer in Level-9 on deputation basis. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

2. The eligibility conditions are as under:-

Sl. No.	Name of the post & scale of Pay	Eligibility Criteria
(i)	Accounts Officer (Level 9)	AAOs with 3 years' service in the grade, or SAS (Accounts) passed officials with 5 years' service and who have undergone training in Cash & Accounts work in ISTM or equivalent and possessing in cash, accounts & Budget work.

3. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for the post of Accounts Officer (Level 9) on deputation basis. The recommendations accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 20/07/2022:**

- i Bio-data (2 copies) in the enclosed prescribed proforma;
- ii Attested copies of ACR/APARs for the previous 5 years duly attested and
- iii Integrity Certificate / Vigilance & Cadre Clearance Certificate and statement of major/minor penalty during last 10 years.

4. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently.

5. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in AAO cadre may specifically be indicated in the forwarding letter.

05. Applications received after 20/07/2022 will not be considered under any circumstance.

Encls:-As above.

Yours faithfully,

(R.K. Tiwari)

Sr. Administrative Officer Staff (App)-I

9/1/c

BIO-DATA PROFORMA

1. Name & Address in Block letters
2. Date of Birth (in Christian era) ...
3. Date of retirement under Central/State Government rules ...
4. Educational Qualifications ...
5. Whether Educational and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
Essential (1) (2) (3)	
Desirable (1) (2)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt./Orgn.	Post Held	From	To	Scale of pay and basic pay duties	Nature of.

8. Nature of present employment, i.e. ad hoc or temporary or permanent.
9. In case the present employment is held on deputation/contract basis, please state
h
- (a) The date of initial appointment
 - (b) Period of appointment on deputation/contract
 - (c) Name of the parent office/organization to which you belong.
10. Additional details about present employment
please state whether working under-----
- (a) Central Government
 - (b) State Government
 - (c) Autonomous Civilization
 - (d) Government Undertaking
 - (e) Universities
11. Are you in Revised Scale of Pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
12. Total emoluments per month now drawn
13. Additional information, if any, which you would like to mention in support of your suitability for the post/ Enclose a separate sheet, if the space is insufficient.
.....
14. Whether belong to SC/ST
15. Remarks

Signature of the Candidate

Address-----

Date-----

Countersigned-----
(Employer)