

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

No. 153 -Staff (App)-I/05-2022/Vol.V

Dated: 18/01/2023

To

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

Subject: Filling up various posts in Semi Conductor Laboratory, Ministry of Electronics & Information Technology, Punjab on deputation basis.

Sir / Madam,

I am directed to intimate that Semi Conductor Laboratory, Ministry of Electronics & Information Technology, Punjab has intimated to fill up the following posts on deputation basis. The period of deputation including the period of deputation in another ex-cadre post shall not exceed 03 years. Maximum age limit shall not exceed 56 years as on the closing date of receipt of application.

2. The eligibility conditions for the posts are as under:-

Name of post	Pay Scale	Eligibility Criteria
<u>Senior Administrative Officer – 01 Post</u>	Level 11	i) Sr. Audit Officer/ Sr. Accounts Officer (Level 10) with atleast 04 years of experience. ii) Graduate from a recognized University. <b>Job description:</b> Supervision of Personnel & General Administration including establishment matters, Recruitment & Review, Legal & Vigilance, Public Relations, Safety & Security, Transport & Logistics support.
<u>Senior Accounts Officer- 01 Post</u>	Level 11	i) Sr. Audit Officer/ Sr. Accounts Officer (Level 10) with atleast 04 years of experience. ii) Graduate preferably in Commerce/ Accounts/Finance from a recognized University. <b>Job description:</b> Supervision as well as processing of Pay & Allowances, Personal Claims, Supplier Bills, Income Tax/ GST returns, Loans and Advances, PFMS and Grant in Aid, etc. Management of Audit, Preparation of Annual Accounts & Financial Statements.
<u>Administrative Officer- 04 Posts</u>	Level 10	i) Sr. Audit Officer/ Sr. Accounts Officer (Level 10). ii) Assistant Audit Officer & Assistant Accounts Officer with minimum 06 years in level 09 & level 08. iii) Graduate preferably in Commerce/ Accounts/Finance from a recognized University. <b>Job description:</b> Handling of Personnel & General Administration including Establishment matters, Recruitment & Review, Legal & Vigilance, Public Relations, Safety & Security, Transport & logistic support.
<u>Accounts Officer – 02 Posts</u>	Level 10	i).Sr. Audit Officer/ Sr. Accounts Officer (Level 10). ii) Assistant Audit Officer & Assistant Accounts Officer with minimum 06 years in level 09 & level 08. iii) Graduate preferably in Commerce/ Accounts/Finance from a recognized University.

		<b>Job description:</b> Processing of Pay & Allowances, Personal Claims, Supplier Bills, Income Tax/ GST returns, Loans and Advances, PFMS and Grant in Aid, etc. Management of Audit, Preparation of Annual Accounts & Financial Statements.
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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 above mentioned posts on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022. The recommendations accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 27/01/2023:**


- xiii. Application (in duplicate) only in the prescribed proforma (Annexure enclosed) of willing and eligible Candidates with certification by employer.
- xiv. Duly attested copies of each page of APARs for the last 5 years (2017-18 to 2021-22).
- xv. Latest vigilance certificate, integrity certificate and CR dossiers

4. Applications received after 27/01/2023 will not be considered under any circumstance.

5. **In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department.**

Encls:-As above.

Yours faithfully,

  
18.01.2023  
(R.K. Tiwari)

Sr. Administrative Officer (App)-I

Paste one  
passport size  
recent  
photograph,  
duly self-  
attested

1. Name of the Post : \_\_\_\_\_
2. Name of the Applicant (In Block Letters): \_\_\_\_\_
3. Father's/Husband's Name: \_\_\_\_\_
4. Date of birth: \_\_\_\_\_
5. Sex: Male/Female: \_\_\_\_\_
6. Address with Telephone Number & E-mail:  
\_\_\_\_\_  
\_\_\_\_\_
7. Ministry/Department/Office/Autonomous Org./  
Govt. Undertaking etc. where Serving \_\_\_\_\_  
\_\_\_\_\_
8. Educational Qualifications : \_\_\_\_\_
9. Professional/Additional Qualifications, If any: \_\_\_\_\_
10. Whether belongs to SC/ST/OBC : \_\_\_\_\_
11. Experience (Details of last ten years) with full details in the following format:

Office/Organizations in which employed (Deputation/Regular)	Ministry/Department	Post held	Period of service with dates	Scale of Pay /Pay band with Grade Pay & existing / Last basic Pay & Grade Pay	Nature of Duties (In detail)

12. Nature of present employment,  
\_\_\_\_\_
13. Any other Information: \_\_\_\_\_

I certify that the facts given in the application form are true and correct.

Signature of the Applicant

Place: \_\_\_\_\_

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

Certificate to be furnished by the Employer/ Head of Office/ Forwarding Authority

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
  - (ii) His complete ACR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent; to the Government of India are enclosed.
  - (iii) His integrity is beyond doubt.
  - (iv) No major/minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.
- (Strike out whichever is not applicable)

Dated:

Signature of Head of Office \_\_\_\_\_

Place:

Name and Designation \_\_\_\_\_

Seal