

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

No. 201 –Staff (App)-I/01-2023/Vol.III

Dated: 31 /01/2023

To

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

Subject: Filling up the post of Assistant Internal Audit Officer (AIAO) in level 11 and level 10 in University of Delhi, Delhi on deputation basis.

Sir / Madam,

I am directed to intimate that University of Delhi, Delhi has intimated to fill up the post of Assistant Internal Audit Officer (AIAO) in level 11 and level 10 on deputation basis. Maximum age limit shall not exceed 56 years as on the closing date of receipt of application. The period of deputation shall be maximum of one to two years which could further be extended as per administrative requirements.

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

Name of post	Pay Scale	Eligibility Criteria
<u>Assistant Internal Audit Officer</u>	Level 11	i) Sr. Audit Officer/ Sr. Accounts Officer (Level 10) with 02 years of experience.
<u>Assistant Internal Audit Officer</u>	Level 10	i) Sr. Audit Officer/ Sr. Accounts Officer (Level 10); ii) Asstt Audit Officer/ Asstt Accounts Officer in level 09 or in level 08 with 03 years of experience.

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 post 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 08/02/2023:**

- i. Application (in duplicate) only in the prescribed proforma (Annexure enclosed) of willing and eligible Candidates with certification by employer.
  - ii. Duly attested copies of each page of APARs for the last 5 years (2017-18 to 2021-22).
  - iii. Latest vigilance certificate, integrity certificate and CR dossiers
4. Applications received after 08/02/2023 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,

(R.K. Tiwari)

Sr. Administrative Officer (App)-I

**BIO-DATA**

1. Name of the post applied for :
2. Name :
3. Present post held and Date from which present post held:
4. Date of Birth :
5. Gender: Male/Female :
6. Date of superannuation :
7. Educational Qualification :
8. Mobile No. & e-mail ID :
9. Permanent Address :
10. Postal Address :
11. Nature of duties performed as AAO/A.O/Sr. AO: . . . . .  
(Enclose a separate sheet duly authenticated by the department, if space below is insufficient)

From	To	Nature of duties performed

12. Level in Pay Matrix :
13. Basic Pay in Level in the Pay Matrix :

( Signature of candidate )

Date :

It is certified that particulars furnished are correct and no vigilance case/disciplinary proceedings or criminal proceeding is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years. The integrity of the officer is beyond doubt.

Signature of the Head of Department  
(with stamp)