

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय  
9, दीन दयाल उपाध्याय मार्ग,  
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &  
AUDITOR GENERAL OF INDIA  
9, DEEN DAYAL UPADHYAYA MARG,  
NEW DELHI - 110 124

दिनांक / DATE 07.06.2023

To

**All Heads of Officers in IA &AD  
(As per mailing list except Overseas Audit Offices)  
And Commercial Audit Offices and Headquarters office)**

**Subject: Filling up of vacant posts of Private Secretary/Steno.- Gr. I and Steno-Gr. II in Headquarters office on deputation basis**

Madam/Sir,

The Headquarters is looking for suitable willing officials from field offices, who can be inducted in this office on deputation basis against the existing vacancies of Secretarial Cadre for the following posts:

S.No.	Name of the post on Deputation basis	Pay Level in Pay-Matrix on Deputation in this office	Eligibility
1.	Private Secretary	Level-08	Holding analogous post of Private Secretary in Level-07
2.	Stenographer-Grade-I	Level-06	Holding analogous post of Stenographer Grade-I with minimum 03 years of regular service.
3	Stenographer-Grade-II	Level-04	Holding analogous post of Stenographer Grade-II with minimum 03 years of regular service.

- You are requested to sponsor the names of eligible and willing officials of your office having excellent service record and clear from Disciplinary/Vigilance angle and can be spared and relieved of their duties immediately upon their selection for deputation to this office
- The deputation terms of selected officials will be regulated in accordance with the extant rules. Deputation (Duty) Allowance will be payable as applicable.
- The initial period of deputation will be for one year and may be extended thereafter subject to suitability and administrative convenience.
- The service particulars, bio-data (in duplicate), copies of Annual Performance Appraisal Report for the last preceding five years/three years of willing and eligible officials along with Disciplinary/Vigilance clearance certificate may kindly be sent to the undersigned latest by **20.06.2023**.
- This issues with the approval of 'Competent Authority'.

Yours faithfully,

*(P. S. Rao)*

Senior Administrative Officer/Consultant/Estt.