

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

No.1142—Staff (App)-I/01-2023/Vol.III

Dated: 24/08/2023

To

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

Subject: Filling up 01 post of Administrative Officer in National Bio Diversity Authority, Chennai on deputation basis.

Sir / Madam,

I am directed to inform that National Bio Diversity Authority, Chennai has intimated to fill up 01 post of Administrative Officer on deputation basis. Maximum age limit for applicants should not exceed 56 years as on the closing date of receipt of applications. Eligibility criteria to fill up the post are as follows:

Name of post	Pay Scale	Eligibility Criteria
Administrative Officer	Level 11	1. Sr. Audit/ Accounts Officer with 05 years of experience. 2. Asst. Audit/ Accounts Officer in Level 09 with 05 years of experience. 3. Asst. Supervisor with 08 years of experience. 4. Having experience in relevant field as well as in Administration. 5. Working knowledge in computer

2. 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 08/09/2023:**

- iv. Application (in duplicate) only in the prescribed proforma (Annexure enclosed) of willing and eligible Candidates with certification by employer.
  - v. Duly attested copies of each page of APARs for the last 5 years (2018-19 to 2022-23) along with summary of APARs as per the enclosed annexure.
  - vi. Latest vigilance certificate, integrity certificate, details of penalty if any imposed during the last 05 years, cadre clearance certificate and CR dossiers.
4. Applications received after **08/09/2023** 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.**

Yours faithfully,

Encls:-As above

(Sanjay Kumar)

Sr. Administrative Officer (Staff 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)