



# International Centre for Information Systems & Audit

International Training Centre of Comptroller & Auditor General Of India  
www.cag.gov.in/icisa/en

No. 45 iCISA/Admn-I-Est10DepM/4/e-file-72968

Dated: 11.09.2023

To

All IA&AD Offices  
(As per mailing list)

**Sub: Filling up of vacancies on deputation basis at iCISA, Noida.**

Applications are invited for anticipated vacancies for following posts to be filled on deputation basis at International Centre for Information Systems and Audit (iCISA), Noida as detailed below: -

Sl. No.	Post	Pay Level
1.	Supervisor / Asst. Supervisor / Accountant / Sr. Auditor/ Auditor	Level 5/6/7/8

1. Tenure of deputation period will be initially of 3 (Three) years which can be extended subject to suitability/performance after following extant rules and orders.
2. Candidates appearing for examinations outside IA&AD will not be considered for deputation to iCISA.
3. Preference will be given to the applicants who have prior work experience in training institutes / centres.
4. The applicants who have already applied earlier can also apply with fresh application.
5. Pay and Allowances would be regulated as per the applicable extant rules.
6. The essential and desirable qualifications is annexed (**Annexure-I**). The Names of willing officials fulfilling the essential and desirable qualifications may please be forwarded through cadre controlling authority along with the **Bio-Data (Annexure-II)** and the abstracts of APARs/ for the last three years (**Annexure-III**) to this office latest by **29.9.2023**.

**Enclosed:** Annexure – I to III

*Hansha*  
Director (Admin),  
iCISA, Noida

## ANNEXURE – I

Essential and desirable experience and qualification for the deputation

<b>Post</b>	<b>Qualification</b>
Asst..Supervisor/ Sr.Auditor / Sr. Accountant/ Auditor/ Accountant (04)	<ul style="list-style-type: none"><li>• Applicants should be holding analogous post.</li><li>• The age of the applicant should not exceed 56 years on the closing date of receipt of applications.</li><li>• Applicant can be from any office under IA&amp;AD.</li><li>• Applicant should have knowledge of Information Technology (IT)</li></ul> <p><b><u>Desirable/ Preferable</u></b></p> <ul style="list-style-type: none"><li>• Preference may be given to candidates having professional certifications/IT qualifications/Technical qualifications/IT Experience and those comfortable in using IT systems.</li></ul>

## ANNEXURE-II

### Proforma regarding the bio-data of the applicant

1. Name	
2. Designation	
3. (i) Date of birth and (ii) Age as on 01.09.2023	
4. Qualification (i) Educational (ii) Professional	
5. Office to which belongs (i) Parent Office (ii) Office and station in which working at present	
6. Whether belongs to SC/ST. If yes please mention category	Yes/No
7. Date of entry into Govt. Service	
8. Date of entry in IA&AD	
9. Present Pay & Level	
10. Detailed experience and posts held (Attach separate sheet giving details under this column, duly signed.)	
11. Proficiency in Compute: (Details may be given)	
12. Contact details (Phone/Mobile No. & email address)	Phone/Mobile No.:  Email address:
13. Any other information	

The information furnished above are correct to the best of my knowledge.

Dated signature of the candidate

**Annexure – III**

**ABSTRACTS OF APARs in respect of ..... (Name of the candidate)**

2022-23*	2021-22	2020-21	2019-20

\*The applicant, who's APAR for the financial year 2022-23 has been submitted to Reporting / Reviewing officer, can send grading of last three years before 2022-23.

It is certified that:

- (i) I have verified the grading from the original APARs and found correct
- (ii) No vigilance or disciplinary case is either pending or contemplated against the above officials. No major penalty has been imposed on the above officials in the past.

Date: .....

Sr. AO (Admn.)

Place: -----

O/o-----