

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) उत्तर प्रदेश, प्रयागराज

सं० प्र० म० ले०(लेखापरीक्षा-प्रथम)/प्रशासन/फा० सं० 752/2023-24/2233

दिनांक: 01.11.2023  
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**Sub: Filling up of vacant posts of Sr. Audit Officer on deputation basis- regarding.**

Applications are invited through proper channel for filling up the vacancies in the cadre of Sr. Audit Officer (Civil) in this office in Level 10 of the Pay Matrix on deputation basis subject to the following conditions:

Eligibility criteria:

Officers working in the IA & AD offices:

(A) (i) holding analogous post on regular basis in the parent cadre or department; or  
(ii) with two years of regular service in level - 9 (Rs. 53100- 167800) of pay matrix in the grade or equivalent; or

(iii) with seven years of regular service in level – 8 (Rs. 47600-151100) of pay matrix in the grade or equivalent; and:

(B) possessing the following qualification and experience namely:

(i) A pass in Subordinate Accounts Service or equivalent examination conducted by the organised Accounts Department of the Central Government; or

(ii) successful completion of training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent training course and a minimum of five years' experience in finance or budgeting of Accounts Division of any department or organisation.

(a) The deputation is only temporary and does not give any right for confirmation or indefinite retention of the person in the office to which he or she is being deputed. The deputation shall be initially for a period of one year which may be extended on a yearly basis subject to administrative convenience.

(b) The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

(c) The deputation shall be subject to the Recruitment Rules in force.

(d) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

(e) The deputationist will be entitled for Deputation Allowance, as applicable, in accordance with relevant instructions of DoPT as amended from time to time.

(f) Once taken on deputation, the official shall be liable to be posted to any office under the cadre control of Principal Accountant General (Audit-I) U.P. either in existence or may be created in future.

(g) The deputationist may be surrendered/replaced without assigning any reason. He/she may be repatriated to the parent office without notice if the deficit in the cadre is made up by the staff of this office.

(h) Screening of applications and selection of officers will be done solely at the discretion of Competent authority.

(i) Any of the terms and conditions mentioned above can be varied/relaxed at the discretion of this office.

Applications of the willing and eligible officer(s) along with their Bio-data and certificate in the enclosed format may be forwarded so as to reach this office within 30 days of issue of the circular.

**Encl:** Annexure

  
**Sr. Dy. Accountant General/Admn.**

To

All Heads of Department  
In IA & AD Offices  
As per mailing list (except Overseas Offices)

ANNEXURE

BIO-DATA/ CURRICULAM VITAE PROFORMA

Self-attested  
Passport size  
photograph

1. Name of the post applied for \_\_\_\_\_
2. Name of applicant with designation and complete office address(in block letters), e-mail and telephone No. \_\_\_\_\_
3. Residential Address with phone number \_\_\_\_\_
4. Permanent Address \_\_\_\_\_
5. Date of Birth (in Christian era) \_\_\_\_\_
6. Whether belongs to SC/ST/OBC \_\_\_\_\_
7. Date of entry into service \_\_\_\_\_
8. Date of retirement under Central/State Government rules \_\_\_\_\_
8. Educational qualifications \_\_\_\_\_
9. Post held on regular (i.e. substantive) basis and the date from which held with grade pay / Pay Level in Pay Matrix \_\_\_\_\_
10. Present Pay \_\_\_\_\_

11. Details of Employment of last 10 years in Chronological order. Enclose a separate sheet, duly authenticated under your signature .

Name of office/organisation where employed	Post Held	From	To	Basic Pay	Grade Pay/Level in pay matrix	Major Duties
1.	2.	3.	4.	5.	6.	7.

12. Nature of present employment i.e.  
Ad-hoc or temporary or permanent \_\_\_\_\_
13. In case the present employment is held on  
Deputation/contract basis, please state \_\_\_\_\_
- a) Date of initial appointment \_\_\_\_\_
- b) Period of appointment on Deputation/contract \_\_\_\_\_
- c) Name of parent office/Organization to which you belong \_\_\_\_\_
14. Training/ courses attended \_\_\_\_\_
15. Additional details about your present  
employment please state whether working under
- i. Central Government
  - ii. State Government
  - iii. Autonomous Organization
  - iv. Central Public Sector Undertaking
  - v. State Public Sector Undertaking
16. Additional information, if any, which applicant may like to mention in support of his/her suitability for the post vis-a-viz the "duties" mentioned in Annexure-II.  
Enclosed a separate sheet, if required

I have carefully gone through the vacancy circular/ advertisement and i am well aware that the information furnished in the bio-data duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(SIGNATURE)

Date:  
Mobile No: \_\_\_\_\_

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE/ OFFICER  
NOT BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE  
FORWARDING THE APPLICATION

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Tele. \_\_\_\_\_

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

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

Official seal

*Note: All Terms and Conditions of deputation will be followed as per DoP&T's OM  
No. 6/8/2009-Estt. (Pay.II) dated 17.06.2010 and its amendment issued from time  
to time.*