

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-II), पश्चिमबंगाल
OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL
3rd MSO Building, CGO Complex, 5th Floor, DF Block
Sector- I, Salt Lake, Kolkata – 700 064
E-mail: agauwestbengal2@caq.gov.in

N.S. No. Admn.I/6-2/Deptn/XXVI (Part.2)/2025-26/1166

Dated: 10.02.2026

Enclosed please find following letter:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No. DG/iCED/Admn./2025-26/F-161/Vol.XII/481 dated:06.02.2026 received from Internation Centre for Environment Audit and Sustainable Development (iCED) , Jaipur regarding Filling up of vacancies at iCED, Jaipur on deputation basis	27.02.2026

Branch officers concerned are requested to bring the contents of the above letter to the notice of willing and eligible official(s) and forward the application(s) of willing official(s) as per the date prescribed in the table above.

While recommending the name(s) of candidate(s), criteria/guidelines detailed in the aforesaid letters may be given due consideration.

Digitally signed by
ASHUTOSH BISWAS
Date: 10-02-2026
18:16:02
Sr. Audit Officer/Admn.I

Copy to:

1. Sr.DAG/AMG-I (Admn & AS)
2. Sr. DAG/ AMG-II
3. DAG/ AMG-III
4. Sr. DAG/ AMG-IV
5. Secy. to the Pr. Accountant General (Audit-II), W.B.
6. Sr. Audit Officer/ ECPA cum Report(CIVIL)
7. Sr. Audit Officer/ ECPA cum Report(Commercial)
8. Sr. Audit Officer/ Admn.I & DAC
9. System Administrator/ EDP-SC
10. Sr. Audit Officer/Admn-II, III & CC
11. Sr. Audit Officer/Record & APCC
12. Sr. Audit Officer/ AMG-I (Audit)(C)
13. Sr. Audit Officer/ AMG-II (C)

14. Sr. Audit Officer/ AMG-III (C)
15. Sr. Audit Officer/ AMG-IV (C) & Technical Cell
16. Assistant Director (Official Language)/Hindi Cell
17. Assistant Audit Officer/ Admn.I for transmission through e-mail


Assistant Audit Officer/Admn.I

A-1 | Inw-04 | 1089
dt: 09/02/26

कार्यालय महानिदेशक,
अंतर्राष्ट्रीय पर्यावरणीय लेखा परीक्षा एवं सतत
विकास केंद्र (आईसीईडी),
आरटीआई कैंपस, एजी कॉलोनी, बजाज नगर,
जयपुर--302015



CENTRAL AUDIT INSTITUTION OF INDIA
समाजिक उत्तरदायित्व
Dedicated to Truth in Public Interest

Office of the Director General,
International Centre for
Environment Audit and
Sustainable Development (iCED),
RTI Campus, A.G. Colony, Bajaj
Nagar, Jaipur -302015

No.DG/iCED/Admn./2025-26/F-161/Vol.XII/481

Dated 06/02/2026

To

All HoDs of IA&AD (as per mailing list.)

Sub: Filling up of vacancies at iCED, Jaipur on deputation basis.

Sir/Madam,

iCED, Jaipur requires the services of suitable officials of IA&AD for filling up the post of Auditor/Sr. Auditor/Assistant Supervisor (2) on deputation basis. The number of vacancies are subject to change.

2. The essential and desirable qualification is annexed (Annexure-I). The name of willing officials satisfying the essential qualifications may please be forwarded through cadre controlling authority along with the:-
 - a. Duly filled-in Bio-Data (Annexure-III);
 - b. Abstracts of APARs for the previous three years i.e. 2022-23, 2023-24 & 2024-25 (Annexure-II) along with copies of APAR duly attested on each page;
 - c. Vigilance clearance certificate, wherein it may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicants and that their integrity is beyond doubt.
3. The required documents of the eligible candidates may be scanned and sent by email on iced@cag.gov.in by their respective offices to this office within one month from the date of issuance of this notification. The required documents of the eligible candidates may be scanned and sent by email by their respective cadre controlling offices to avoid postal delay.
4. The successful candidates would be decided by the selection committee and would be approved by the competent authority. Necessary interview may also be conducted as per the order of the competent authority.
5. The initial term of deputation will be for **three years** and may be further extended, subject to the performance of candidate and administrative convenience. However, iCED reserves the right to repatriate a deputationist at any time, if his/her performance and conduct is not up to the mark, to the satisfaction of the competent authority, or for other administrative reasons.
6. **As per Deputation Guidelines of Gol, a mandatory cooling-off period of 03 years has to be observed between two deputations, including**

Sh. B. Ranjan,
A.G.
9/2/26

deputation(s) outside the department. The cooling-off condition may please be strictly followed before forwarding names of officials for deputations to iCED, Jaipur.

7. The selected officials/officers shall not have any right of absorption.
8. A reference is invited to Headquarters Office's Circular No 269/Trg.Div/42-A/2019 dated 18/09/2019, wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in Training Institute/Centre was issued for strict compliance. The instructions in the said circular are re-iterated below:
 - a. Field Offices shall display the deputation notifications issued by Training Institute/Centre on the Notice Boards and circulate among the staff giving reasonable time to the candidates for responding to the notification.
 - b. Field Offices shall forward all applications received from their officers/staff against the posts advertised by Training Institute/Centre without withholding any application.
 - c. The initial deputation period to Training Institute/Centre will be for 3 years and extendable on yearly basis thereafter. The Training Institute/Centre, however, reserves the right to repatriate a deputationist at any time.
9. Deputed officer will be entitled for deputation allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.
10. The age of the candidate should not be more than 56 years as on the closing date of application for the post.
11. Any of the terms and conditions mentioned above can be varied at the discretion of iCED, Jaipur.

This issues with the approval of Director General, iCED, Jaipur.

Yours faithfully,

Encl.: Ann.I,II&III


Deputy Director/Admn

(Annexure-I)

Essential and desirable experience and qualification for the deputation

Post and (Pay Level)	Qualification
<p data-bbox="300 315 635 383">Auditor/ Sr. Auditor/ Assistant Supervisor</p> <p data-bbox="347 421 533 456">(Level -5/6/7)</p> <p data-bbox="225 495 667 629">(SAS passed applicants who are likely to be promoted as AAOs/AAO-ad hoc in the next three years need not apply.)</p>	<p data-bbox="715 315 847 344">Essential</p> <ul data-bbox="762 376 1326 629" style="list-style-type: none"><li data-bbox="762 376 1326 443">• Applicants should be holding analogous post.<li data-bbox="762 465 1326 533">• Outstanding APAR for the last 3 years (i.e. 2022-23, 2023-24 & 2024-25). The age of the candidate should not<li data-bbox="762 555 1326 629">• exceed 56 years on the closing date of application for the post. <p data-bbox="715 667 1050 696">Desirable Qualification:</p> <ul data-bbox="762 728 1361 1077" style="list-style-type: none"><li data-bbox="762 728 1361 831">• Administrative functions, including Notings-drafting, communication with Hqrs and other offices etc.<li data-bbox="762 853 1241 882">• Experience in Environment Audit.<li data-bbox="762 904 1361 1008">• Proficiency in Microsoft application (PowerPoint/Excel/Access/Word/Publisher etc.)<li data-bbox="762 1016 1257 1077">• Experience in working with Canva, Tableau, Big data, AI etc.

(Annexure-II)

ABSTRACTS OF APARs/ACRs in respect of Shri/Smt./Ms----- (Name of the candidate)

2022-23	2023-24	2024-25

It is certified that:

- i. I have verified the grading from the original APARs/ACRs and found correct.
- ii. Copies of APARs are also attached.

Date:

Head of the Office/Sr. AO (Admn)

16. Details of experience and post held , in chronological order (including deputation posts):-

Office/ Institution	Post held on regular basis	From	To	Whether on Deputation (Yes / No)	Nature of duties highlighting the experience linked to the post applied for

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. 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.

(Dated Signature of the candidate)
Permanent Address:

It is certified that the information furnished by above official is correct as verified from the records of this office. No vigilance or disciplinary case is either pending or contemplated against the above official. No major/minor penalty has been imposed on the above official in the past. The integrity of the official is beyond doubt.

Date:

Head of the Office/Sr. AO (Admn)

(Annexure-III)
Proforma regarding the bio-data of the applicant for the Post of

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1. Name and Address (in Block Letters)		
2. Designation		
3. Present Office		
4. Parent Office		
5. Date of Birth (in Christian era)		
6. Contact No & Email ID (@cag.gov.in)		
7. Qualification)	Educational	
	Professional	
8. Date of entry into Govt. Service		
9. Date of entry into IA&AD		
10. Date of promotion/ appointment to the present post		
11. Present Pay & Level		
12. Whether belongs to SC/ST.		Yes/No
13. Proficiency in Computer: (Details may be given)		
14. Whether applied for deputation in iCED earlier? If yes, when and for which post?		
15. Any other information		