



लोकहितार्थ सत्यनिष्ठा

कार्यालय महालेखाकर, मिज़ोरम,  
नई कैपिटल परिसर, खातला  
आइज़ोल- 796 001  
OFFICE OF THE  
ACCOUNTANT GENERAL, MIZORAM  
NEW CAPITAL COMPLEX, KHATLA  
AIZAWL-796 001  
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Dedicated to Truth in Public Interest

No. Estt/1-19(A)/AG-MIZ/Deptn./2020-21/3103

Date: 04.11.2020

To

All Offices under IA&AD  
(as per mailing list)

**Sub:** Deputation for the post of Assistant Audit Officer – reg.

Sir/Madam,

It is proposed to fill up the vacant posts of Assistant Audit Officer in the Office of Accountant General, Mizoram in the Pay Matrix Level – 8 on deputation basis as below:

Name of the post	Eligibility requirements
Assistant Audit Officer	1. Holding analogous post of Assistant Audit Officer or Assistant Accounts Officer in the Pay Matrix Level – 8. 2. SAS Civil Audit or SAS Civil Accounts passed officials who could not be promoted due to lack of vacancies.

Details of eligible officials willing to be posted as Assistant Audit Officer on deputation basis in this office may please be forwarded to this office on or before 01.12.2020 alongwith the following documents :

- Complete and attested copies of the APARs of the concerned officials for the last 05 years.
- Bio-data/Curriculum Vitae of the concerned officials duly certified and countersigned by Sr. DAG/DAG (Admn.) with seal (Curriculum Vitae Proforma – **Annexure-I**).
- Consolidated information sheet (**Annexure-II**).

The general terms and conditions of deputation are as under:

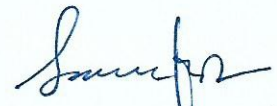
1. The deputation will be for a period of one year subject to extension on administrative convenience and availability of vacancy.
2. The age of official should not exceed 56 years as on the closing date of the application.
3. The deputation will be subject to the recruitment rules in force.
4. The deputation allowance will be admissible as per the conditions laid down in GOI, Ministry of Personnel, Public Grievances and Pensions OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010.
5. Special Duty Allowance will be admissible as per the relevant provisions for posting in the North-East.
6. Transfer T.A. will be admissible as per the relevant provisions.
7. Joining time will be admissible as per the relevant provisions.
8. Central Government employees posted to North-East region from outside the N-E. region who are keeping their families in rented houses or in their own houses at the last place of posting outside the N-E. region, will be entitled to HRA admissible to them at the old station, and also at the rates admissible at the new place of posting in case they live in hired private accommodation.
9. The facility of retention of Government accommodation as applicable for posting in the North-East will be available.
10. The official selected for deputation who leaves his family behind and does not avail transfer T.A. for the family will have the option to choose:

Either: The existing LTC to Home Town once in a block of two calendar years;

Or: The concession for himself once a year from the station of posting to his Home Town or place where the family is residing, and in addition concession for the family also to travel once a year from the place of residence to the employee's station of posting.

10. Government employee and family posted in the NER will be entitled to LTC on two additional occasions during their entire career as "Emergency Passage Concession".

Encl: As stated.



(Hautinlal Suantak)

**Sr. Dy. Accountant General  
(Admn.)**

**ANNEXURE-I**

**BIODATA/CURRICULUM VITAE PROFORMA**

1.	Name and Address (in Block Letters)				
2.	Date of Birth (In Christian era)				
3. i)	Date of entry into service				
ii)	Date of retirement				
4.	Educational Qualifications				
5.	Whether Educational and other qualifications required for the post are satisfied. <b>(if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>				
<b>Qualifications/experience possessed by the officer</b>					
	A) Qualification				
	B) Experience				
6.	Details of Employment, in chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>				
Office/Institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\* **Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned.

8.	Nature of present employment i.e. Adhoc <b>or</b> Temporary <b>or</b> Quasi-Permanent <b>or</b> Permanent		
9.	In case the present employment is held on deputation/contract basis, please state-		
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive in the parent organization
9.1	<b>Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.		
9.2	<b>Note:</b> Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.		
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11.	Additional details about present employments:		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14.	Total Emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments

15	<b>Additional Information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular/Advertisement). <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
16.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly 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.

**(Signature of the Candidate)**

**Address** \_\_\_\_\_

\_\_\_\_\_

**Date** \_\_\_\_\_

## **Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the Vacancy Circular. If selected, he/she will be relieved immediately.

### **2. Also certified that;**

- i)** There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- ii)** His/Her integrity is certified.
- iii)** Photocopies of his/her APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- iv)** No major/minor penalty has been imposed on him/her during the last 10 years **or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be).

**Countersigned**

\_\_\_\_\_  
**(Employer/Cadre Controlling Authority with Seal)**

