



कार्यालय महालेखाकर (लेखा परीक्षा) मेघालय, शिलांग - 793001

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT)
MEGHALAYA, SHILLONG – 793 001.

FAX : 0364 – 2223494/ E.Mail agauMeghalaya@cag.gov.in

संख्या /No.Admn/Audit/Deptn/Folder-124/Vol-II/2021-22/112.

दिनांक /Date : 26.04.2021

परिपत्र / CIRCULAR

Subject : Filling up of vacancies in the cadre of Assistant Audit Officer on deputation basis.

This office invites application for filling up the vacancies in the cadre of **Assistant Audit Officer** on deputation basis on the usual terms & conditions (copy enclosed).

2. The period of deputation will initially for one year and may be extended thereafter, subject to performance of the officers concerned and administrative convenience.

3. Assistant Audit Officers and such officials of the Accountant General (Audit) & (A&E) offices who have passed the SAS Examination in Civil Audit Stream/SAS passed officials are eligible to apply and interested officers are to submit their application through their respective parent offices.

4. The name of the recommended officers alongwith copies of their Annual Confidential Reports/APARs for the last 05 years, Bio-data in prescribed proforma (copy enclosed) and Vigilance Clearance/Integrity Certificate may be forwarded to this office positively by **31.05.2021**

Sd/-

उप महालेखाकर (प्रशासन)

Deputy Accountant General (Admn.)

ज्ञापन संख्या/Memo.No.Admn/Audit/ Folder-124/Vol.II/2021-22/113-191.

दिनांक/Date: 26.04.2021


Copy forwarded to all offices of IA&AD as per list with the request to bring this circular to the notice of the eligible officials of their office :-

1. The Accountant General (A&E), Andhra Pradesh & Telangana, Saifabad, HYDERABAD : 500 004.
2. The Principal Accountant General (A&E), Assam, Maidamgaon, Beltola, GUWAHATI : 781 029.
3. The Accountant General (A&E), Bihar, Birchand Patel Marg, PATNA : 800 001.
4. The Accountant General (A&E), Chhattisgarh, Zero Point,Opp.Vidhan Sabha,Baloda Bazar Road, RAIPUR:492 111.
5. The Accountant General (A&E), Gujarat, Race Course Road, RAJKOT :360 001.
6. The Principal Accountant General (A&E), Haryana,Plot No.4-5,Sector 33-B, CHANDIGARH:160 047.
7. The Accountant General (A&E), Himachal Pradesh, Gorton Castle Building, SHIMLA :171 003.
8. The Accountant General (A&E), Jammu & Kashmir, M.Y. Rather Avenue, SRINAGAR :190 009.
9. The Accountant General (A&E), Jharkhand, PO Doranda, RANCHI : 834 002.
10. The Principal Accountant General (A&E), Karnataka, Park House Road, PBNo.5329/5359, BENGALORE : 560 001.
11. The Principal Accountant General (A&E), Kerala, THIRUVANANTHAPURAM : 695 039.

12. The Principal Accountant General (A&E) -I, Madhya Pradesh, Lekha Bhavan, Jhansi Road, GWALIOR :474 002.
13. The Principal Accountant General (A&E)-II, Madhya Pradesh, Lekha Bhavan, Jhansi Road, GWALIOR: 474 002.
14. The Principal Accountant General (A&E) -I, Maharashtra, 101, M.K Road, 2nd Floor, Pratishta Bhawan, New Marine Lines, MUMBAI :400 020.
15. The Accountant General (A&E) -II, Maharashtra, West High Court Road, Civil Lines, NAGPUR :440 001.
16. The Accountant General (A&E), Manipur, IMPHAL :795 001.
17. The Accountant General (A&E), Meghalaya, Shillong :793 001.
18. The Accountant General (A&E), Nagaland, KOHIMA :797 001.
19. The Principal Accountant General (A&E), Orissa, BHUBANESWAR :751 001.
20. The Principal Accountant General (A&E), Punjab, Sector 17 – E, CHANDIGARH :160 017.
21. The Principal Accountant General (A&E), Rajasthan, Janpath, JAIPUR :302 005.
22. The Sr. Deputy Accountant General (A&E), Sikkim, Lekha Pariksha Bhawan, Deorali, GANGTOK : 737 102.
23. The Principal Accountant General (A&E), Tamil Nadu, 361 Anna Salai, Teynampet, CHENNAI :600 018.
24. The Accountant General (A&E), Tripura, PO Kunjaban, AGARTALA :799 006.
25. The Accountant General (A&E) –I, Uttar Pradesh, 20, Sarojini Naidu Marg, ALLAHABAD : 211 001.
26. The Accountant General (A&E) –II, Uttar Pradesh, 20, Sarojini Naidu Marg, ALLAHABAD : 211 001.
27. The Accountant General (A&E), Uttarakhand, Oberai Motors Building, Saharanpur Road, Majra, DEHRADUN : 248 171.
28. The Accountant General (A&E), West Bengal, Treasury Building, No 2, Govt. Place (West), KOLKATA :700 001.
29. The Principal Accountant General (Gen.& Social Sector Audit), Andhra Pradesh, & Telangana, Saifabad, HYDERABAD – 500 004.
30. The Principal Accountant General (Eco. & Revenue Sector Audit), Andhra Pradesh & Telangana, Saifabad, HYDERABAD - 500 004.
31. The Accountant General, Arunachal Pradesh, JNK Building, Sector-E, NH 52-A, ITANAGAR- 791 111
32. The Principal Accountant General (Audit), Assam, Maidamgaon, Beltola, GUWAHATI – 781 029.
33. The Accountant General (Audit), Bihar, Birchand Patel Marg, PATNA – 800 001.
34. The Accountant General (Audit), Chattisgarh, Post – Mandhar, Zero Point, RAIPUR – 493 111.
35. The Accountant General, Goa, Audit Bhawan, Green Valley, Alto Porvorim, GOA – 403 521
36. The Accountant General, (Eco. & Revenue Sector Audit), Gujarat, Audit Bhawan, Near Commerce Six Road, Navrangpura, AHMEDABAD – 380 009.
37. The Accountant General, (Gen. & Social Sector Audit), Gujarat, Annexes Building, Race Course Road, P.B.No.27, RAJKOT – 360 001.

38. The Principal Accountant General (Audit), Haryana, Plot No. 5, Dakshin Marg, Section 33 - B, CHANDIGARH - 160 047.
39. The Pr.Accountant General (Audit), Himachal Pradesh, Gorton Castle Building, SHIMLA – 171 003.
40. The Accountant General (Audit),Jammu & Kashmir, M.Y.Rather Avenue,SRINAGAR – 190 009.
41. The Principal Accountant General (Audit), Jharkhand, PO Doranda, RANCHI - 834 002
42. The Principal Accountant General (Gen. & Social Sector Audit), Karnataka, Audit Bhawan, 'C' Block, Post Box No. 5398, BANGALORE – 560 001.
43. The Principal Accountant General(Eco. & Revenue Sector Audit), Karnataka, Audit Bhawan, 'C' Block, Post Box No. 5398, BANGALORE – 560 001.
44. The Pr.Accountant General, (Gen. & Social Sector Audit),Kerala, THIRUVANANTHAPURAM – 695 039.
45. The Accountant General, (Eco. & Revenue Sector Audit),Kerala, THIRUVANANTHAPURAM - 695 039.
46. The Accountant General (Gen. & Social Sector Audit),Madhya Pradesh, Audit Bhawan, Jhansi Road, GWALIOR - 474 002.
47. The Accountant General, (Eco. & Revenue Sector Audit),Madhya Pradesh, 53, Arera Hills, Hoshangabad Road, BHOPAL – 462 011.
48. The Principal Accountant General (Audit) -I, Maharashtra, 101 M.K.Road, Pratishtra Bhawan, MUMBAI :400 020.
49. The Accountant General (Audit) -II,Maharashtra, NAGPUR – 440 001.
50. The Principal Accountant General,(Audit) – III, Maharashtra, Pratishtra Bhawan, GF,101 M.K.Road, MUMBAI – 400 020.
51. The Accountant General (Audit),Manipur, IMPHAL – 795 001.
52. The Principal Accountant General, Mizoram, New Capital Complex, Khatla, AIZAWL - 796 001.
53. The Accountant General (Audit),Nagaland, KOHIMA – 797 001.
54. The Principal Accountant General (Audit),Delhi, AGCR Building, IP Estate, NEW DELHI – 110 002.
55. The Accountant General, (Gen. & Social Sector Audit), Odisha, BHUBANESWAR – 751 001.
56. The Principal Accountant General (Eco. & Revenue Sector Audit),Odisha, BHUBANESWAR – 751 001.
57. The Principal Accountant General (Audit),Punjab, Plot No.21,Sector -17-E,Post Bag -18, CHANDIGARH – 160 017.
58. The Pr.Accountant General (Gen. & Social Sector Audit),Rajasthan, Janpath, JAIPUR – 302 005.
59. The Accountant General (Eco. & Revenue Sector Audit),Rajasthan, Janpath, JAIPUR – 302 005.
60. The Accountant General (Audit), Sikkim, Lekha Pariksha Bhawan,Below Deorali P.O :Tadong, GANGTOK – 737 102.
61. The Principal Accountant General (Gen. & Social Sector Audit),Tamil Nadu & Puducherry,Lekha Pariksha Bhawan, 361, Anna Salai,Teynampet,CHENNAI – 600 018
62. The Accountant General (Eco. & Revenue Sector Audit),Tamil Nadu,Lekha Pariksha Bhawan, 361, Anna Salai,Teynampet,CHENNAI – 600 018

63. The Accountant General (Audit), Tripura, PO:Kunjaban, AGARTALA – 799 006.
64. The Princial Accountant General,(Gen. & Social Sector Audit),Uttar Pradesh, Satyanishtha Bhawan, 15-A, Dayanand Marg, ALLAHABNAD – 211 001.
65. The Accountant General(Eco. & Revenue Sector Audit),Uttar Pradesh, 6-Floor, Kendriya Bhawan, Sector- H, Aliganj, LUCKNOW– 266 024
66. The Accountant General (Audit),Uttarakhand, 'Vaibhav Palace' C-1/105, Indira Nagar, DEHRADUN - 248 006
67. The Principal Accountant General (Gen. & Social Sector Audit), West Bengal, Treasury Building, 2, Govt. Place (West)KOLKATA – 700 064.
68. The Accountant General,(Eco. & Revenue Sector Audit), West Bengal, CGO Complex,3rd MSO Building, 5-Floor, DF Block, Salt Lake, KOLKATA – 700 064.
69. The Principal Director of Audit,Central, C-25, Audit Bhawan, Bandra Kurla Complex,Behind Income Tax Building, Bandra,MUMBAI – 400 051.
70. The Director General of Audit, Central Expenditure, AGCR Building,IP Estate, NEW DELHI – 110 002.
71. The Director General of Audit, Central Receipt, AGCR Building,IP Estate, NEW DELHI – 110 002.
72. The Principal Director of Audit, Central, IInd Floor, Pr. AG (A&E), Office Building, Park House Road, BANGALORE – 560 001
73. The Principal Director of Audit, Central, Plot No.21 & 22, Lekha Pariksha Bhawan, Sector-17-E, CHANDIGARH – 160 017.
74. The Principal Director of Audit, Central, Lekha Pariksha Bhawan,361, Anna Salai, CHENNAI – 600 018.
75. The Principal Director of Audit, Central, HYDERABAD – 500 004.
76. The Principal Director of Audit, Central, 6th Floor, Kendriya Bhawan, Aliganj,LUCKNOW – 226 024
77. The Principal Director of Audit, Central, Audit Bhawan, Navrangpura, AHMEDABAD – 360 009.
78. The Principal Director of Audit, Economics & Service Ministries, AGCR Building, IP Estate, NEW DELHI – 110 002.
79. The Principal Director of Audit, Scientific Departments, AGCR Building,IP Estate, NEW DELHI – 110 002.


स्थापना अधिकारी
Establishment Officer



सत्यमेव जयते

कार्यालय महालेखाकार (लेखापरीक्षा), मेघालय, शिलांग : 793 001
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT), MEGHALAYA,
SHILLONG : 793 001.

Terms & condition to be accepted by the Government Servant for transfer on deputation basis to the office of the Accountant General (Audit), Meghalaya, Shillong.

1. The deputation will be initially for a period of one year only. Extension of the term of deputation would be considered subject to the suitability and prior consent of the lending Office/person concerned.
2. The eligibility conditions for appointment by transfer on deputation for various posts are as per Recruitment Rules.
3. Deputationist will be reverted to their parent cadre if his/her deputation comes in the way of promotion of employees of this office or direct recruitment.
4. Deputationist will have to exercise option for deputation duty allowance along with pay of his parent cadre or pay of the deputation post.

Signature: _____

Name: _____

Designation: _____

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ANNEXURE-I

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block letters)	
2. Date of Birth (in Christian era)	
3.i) Date of entry into service	
i i) Date of retirement under Central /State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications / Experience required as mentioned in the advertisement / vacancy circular	Qualification / experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the Administrative Ministry /Department / Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualification Elective /main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note : Borrowing Department are to provide their specific comments /views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

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. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below.

Office /Institution	Pay, Pay Band , and Grade Pay drawn under ACP/ MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or 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 capacity in the parent organization

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9.1 Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre / Department along with cadre Clearance, vigilance Clearance and Integrity certificate.
9.2 Note : Information under Column 9(c) & 9(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 employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
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. In case the applicant belongs to an Organization which is not following the Central Government Pay-scale, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc.(with break-up details)	Total Emoluments

16.A. Additional information, 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)
(Note: Enclose a separate sheet, if the space is insufficient)

16.B Achievements:
The candidates are requested to indicate information with regard to;
(i) Research publications and reports and special projects
(ii) Awards/Scholarships/official Appreciation
(iii) Affiliation with the professional bodies/institutions/societies and;
(iv) Patents registered in own name or achieved for the organization
(v) Any research / innovative measure involving official recognition
(vi) any other information.
(Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (ISTC/ Absorption/Re-employment Basis # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)

(The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").

18. 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.

Date

(signature of the candidate)

Address:

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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) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. 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)

Annexure-IIPoints to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-I:stt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as *Word Document* along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. i.e., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the Lending Department.



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OFFICE OF THE ACCOUNTANT GENERAL (AUDIT), MEGHALAYA,
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Signature: _____

Name: _____

Designation: _____