

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,  
NEW DELHI.**

No. 661 –Staff (App)-I/01-2023/Vol.I

Dated: 06.12.2023

To

1. All the Heads of Department in IA&AD
2. Director (P).

Subject: Filling up 02 posts of Section Officer in Wildlife Institute of India, Dehradun on deputation basis.

Sir / Madam,

I am directed to inform that Wildlife Institute of India, Dehradun has intimated to fill up below mentioned posts on deputation basis. Maximum age limit for applicants should not exceed 56 years as on the closing date of receipt of applications. The period of deputation shall ordinarily not exceed 03 years. Eligibility criteria to fill up the posts is as follows:

Name of post	Pay Scale	Eligibility Criteria
Section officer	Level 08	Asst Accounts/Audit Officer (Level 08); or Sr. Accountant/ Sr. Auditor (Level 06) with 02 years of experience in the cadre

2. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for the above mentioned post on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022. The recommendations accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 18.12.2023:**

- i. Application (in duplicate) only in the prescribed proforma (Annexure enclosed) of willing and eligible Candidates with certification by employer.
  - ii. Duly attested copies of each page of APARs for the last 5 years (2017-18 to 2021-22) along with summary of APARs as per the enclosed annexure.
  - iii. Vigilance Clearance Certificate, integrity certificate, details of penalty if any imposed during the last 05 years, Cadre Clearance Certificate and CR dossiers.
3. Applications received after **18.12.2023** will not be considered under any circumstance.
4. **In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department.**

Yours faithfully,

Encls:-As above

  
(Sanjay Kumar)

Sr. Administrative Officer (Staff App-I)

Annexure-I

**PROFORMA FOR APPLICATION FOR THE POST OF SECTION OFFICER ON DEPUTATION AT WII**

- 1. Name (In Capital Letters) \_\_\_\_\_
- 2. Correspondence address \_\_\_\_\_
- 3. Date of Birth \_\_\_\_\_
- 4. Mobile No. \_\_\_\_\_ *Alternate Mobile No.* \_\_\_\_\_
- 5. *Email ID* \_\_\_\_\_
- 6. Date of Retirement: \_\_\_\_\_
- 7. Educational Qualifications:

(a) (Starting from highest qualification to lowest. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Sl. No.	Educational Qualification	Name of Education Board/University

(b) Details of Training Programme attended:

Sl. No.	Details of Training Programme	Year of participation

8. Do you hold analogous post on regular basis in the parent cadre or department/Ministry

- 9. Have you rendered the required number of years of service in the grade rendered after appointment thereto on regular basis in the relevant Pay Band along with Grade Pay or equivalent in the parent cadre or department.
- 10. Nature of present employment i.e ad-hoc or Temporary or quasi- permanent or permanent.
- 11. Details of employment, in chronological order  
(Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/ Department	Post held		Level in the Pay Matrix	Nature of duties
	From	To		

Signature of Candidate  
Address \_\_\_\_\_  
\_\_\_\_\_

Service particulars given by the applicant are verified with reference to service records and found to be correct.

Signature with seal of the Competent Authority