

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
10 BAHADUR SHAH ZAFAR MARG, NEW DELHI- 110124

EXAMINATION WING

Circular No. 12 of 2022

No. 186/43-Exam/Embassy Audit Exam/2019

Dated: 08.04.2022

To

**Heads of Departments of IA&AD offices
(As per e-mail list)**

Subject: Conduct of Embassy Audit Examination, 2022

Madam/Sir,

The Embassy Audit Examination 2022, an examination for shortlisting of Sr. AOs/AAOs for Embassy Audit to be taken up during 2022-23 and 2023-24, is scheduled to be held on **8th May 2022 from 03 PM to 04 PM in the afternoon session**. Officers from all streams i.e. Audi/Accounts etc. who satisfy the eligibility criteria given in **Annexure-1**, are eligible to apply. Online registration of candidates will commence from date of issue of this letter and will end on 18th April 2022. The ERO validation and HoD approval may be done simultaneously and may be completed latest by 25th April 2022.

2. While no restriction is placed on the number of applications to be received from an office, **it may please be ensured that names of only eligible officers are recommended**. The **entire process** i.e. filling up of application forms by the eligible officials, validation of data and recommendation of Head of the Department is **required to be done online** through the registration link **<https://cagi.azurewebsites.net>**. Recommended officers will be required to fill-up and submit the registration form (Bio-Data) in **Annexure-2**.

3. The examination will be held in **Computer Based Test (CBT)** mode at **seven cities** viz. Delhi, Mumbai, Chennai, Kolkata, Guwahati, Bangalore and Hyderabad, depending on the number of candidates. Officers currently working in different States/UTs shall be required to opt for the examination centre as per the list given in **Annexure-3**. Exact venue for the examination will be intimated in due course.

4. The **Login ID and Password** for the online registration of SAS/RA/I/CPD-I & II, III Exam-I of 2022, may be used by the Heads of the Department (HoDs) and Examination Registration Officers (ERO) for accessing the portal for Embassy Audit Examination 2022.

5. The online Registration Form is divided into three sections – **Section I** Candidate's Profile, **Section II** Examination Particulars and Upload Section (for uploading of documents, photo and signature) and **Section III** APAR Grading. Section I & III is to be filled in by the office while the candidates are required to fill up Section II and upload the relevant document(s), their photo and signature. Necessary instructions for online registration and format of the Registration Form will be the same/similar as per instructions issued in last UN Audit Examination 2020 which is available on the examination module of the CAG's website under Useful Links.



6. The photocopy of the APARs is not required to be sent at this stage. However, your recommendations, along with the abstracts of APARs for the last available five years up to 2020-21, vigilance/disciplinary clearance certificate and penalty/administrative action such as suspension, dies-non and criminal charges clearance certificate in the prescribed proforma (**Annexure-4**) duly certified by the Sr. DAG/Director/DAG/DD (Admn)/Director (P)/DG (Commercial) may be uploaded at the time of registration of the candidate.
7. The ERO will be required to verify and validate the data entered in the online registration form as per prescribed eligibility criteria of the candidates appearing in the Embassy Audit Examination 2022. **The HOD should ensure that the candidates recommended fulfill the approved eligibility criteria.**
8. Nomination submitted online without service and other particulars of the candidates, certified APAR grading for the last available five years, vigilance/disciplinary clearance certificate and penalty/administrative action in the past such as suspension, dies-non and criminal charges clearance certificate will not be considered.
9. There will be **no scope for submission of applications/documents offline** and, therefore, complete application along with all the required documents and your recommendation must be **submitted online only** when the registration window opens. If at any stage, the information furnished by any candidate(s) is found to be inaccurate, his/her candidature/selection is liable to be cancelled/terminated without any notice and action taken as per rules.
10. Officers who withdraw their candidature after being selected for Embassy Audit (except on severe medical grounds like surgery of self or direct family members) will be banned for a specific period from appearing/applying for international assignments/international postings/international training.
11. If any difficulty is faced during online registration, the office concerned may contact Sr. AO (Exam) over phone (011-23236510 / 9899833460). Major problem, if any, should be brought to the notice of DG (Exam) immediately.

Yours faithfully,



(Hirak Bagchi)

Sr. Administrative Officer (Exam)

Eligibility criteria for nomination of Sr. AOs/AAOs for Embassy Audit 2022-23 and 2023-24

- (1) The officer should have clear 'Outstanding' APARs for at least 4 out of the last available 5 years.
- (2) Officers who have already done UN Audit/Embassy Audit in previous years or slated for UN Audit/ Embassy Audits 2021-22, may not be nominated.
- (3) Officers who have done overseas postings/foreign assignments may not be nominated.
- (4) Officers who have undergone training abroad for a period of one month or more may not be nominated.
- (5) Maximum age limit for Sr. AOs/AOs is 59 years as on 1st January 2022. In respect of AAOs, maximum age limit is 57 years as on 1st January 2022.

**Proforma showing the bio-data of
Sr. AOs/AAOs recommended for Embassy Audit during 2022-23 and 2023-24
(PARTICULARS GIVEN IN THIS PROFORM WILL BE CAPTURED IN THE
ONLINE REGISTRATION FORM)**

1. Name	
2. Designation (if Commercial, please also indicate i.e., AAO (C)/SAO (C)	
3. (i) Date of birth, and (ii) Age as on 01.01.2022	
4. Qualification (i) Educational : (ii) Professional :	
5. Office to which the officer belongs (i) Parent Office : (ii) Office and station in which working at present :	
6. Examination Centre (Please mention specifically Delhi/Mumbai/Chennai/Kolkata/ Bengaluru/Hyderabad/Guwahati)	
7. Whether belongs to SC/ST. If yes, please mention category.	
8. Date of entry into Government Service	
9. Date of entry in IA&AD	
10. Date & Year of passing SOG/SAS Examination (Please mention whether Accounts, Commercial, Civil, Railway, Finance & Communication or Defence Audit)	
11. Date of promotion as SO/AAO/AO/ SAO	SO/AAO: AO : SAO:
12. Number of years completed in the grade as on 1.1.2022. a) SO/AAO : b) AO/Sr.AO :	
13. Present pay	Rs.
14. Experience and posts held	Attach separate sheet giving details under this column, duly signed.
15. (i) Details of previous deputation/foreign service. (ii) Details of Posting abroad/UN Audit/Embassy Audit: Give period.	Attach separate sheet giving details under this column, duly signed.
16. Proficiency in Computer. Details may be given	
17. Contact details (Mobile and email)	
18. Any other information	

The information furnished above are correct to the best of my knowledge.

Signature of the Candidate

**OFFICERS CURRENTLY WORKING IN VARIOUS STATES/UTs
MAY OPT FOR THE TEST CITIES AS GIVEN BELOW**

Sl No	State	Test City/Centre
1	Andhra Pradesh	Hyderabad
2	Telangana	Hyderabad
3	Karnataka	Bengaluru
4	Kerala	Bengaluru
5	Tamil Nadu	Chennai
6	Puducherry	Chennai
7	Arunachal Pradesh	Guwahati
8	Assam	Guwahati
9	Manipur	Guwahati
10	Meghalaya	Guwahati
11	Mizoram	Guwahati
12	Nagaland	Guwahati
13	Sikkim	Guwahati
14	Tripura	Guwahati
15	Andaman and Nicobar Islands	Kolkata
16	Bihar	Kolkata
17	Chhattisgarh	Kolkata
18	Jharkhand	Kolkata
19	Odisha	Kolkata
20	West Bengal	Kolkata
21	Goa	Mumbai
22	Gujarat	Mumbai
23	Maharashtra	Mumbai
24	Haryana	New Delhi
25	Himachal Pradesh	New Delhi
26	Jammu and Kashmir	New Delhi
27	Ladakh	New Delhi
28	Madhya Pradesh	New Delhi
29	National Capital Territory of Delhi	New Delhi
30	Punjab	New Delhi
31	Rajasthan	New Delhi
32	Uttar Pradesh	New Delhi
33	Uttarakhand	New Delhi

Note: The number of Test Cities may be increased/decreased based on the number of officers registered from various States/UTS.

THIS ANNEXURE IS REQUIRED TO BE UPLOADED BY THE OFFICE AT THE TIME OF REGISTRATION

Recommendation of Head of the Department

I recommend the name of Shri/Smt _____ Sr AO/AAO for the Embassy Audit Examination 2022. He/she satisfies the eligibility criteria prescribed for Embassy Audit assignment as given in Annexure-1. It is certified that the information furnished in this registration form in respect of the officer is correct.

DG (Commercial)/Sr. DAG/Director/DAG/DD/ (Admn)/ Director (P)

Certified APAR Grading

APAR Grading for the last available five years of the SAOs/AAOs recommended for empanelment for the Embassy Audit assignment.

Sl No	Name & Designation	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16*	2014-15*

Note

- 1. *To be indicated only if any of the APARs for the years 2020-21 to 2016-17 are not available.*
- 2. If there are more than one APAR for a year, the grading should be indicated separately within relevant column.*

The information given above is correct. No vigilance or disciplinary case is either pending or contemplated against the above officials. No departmental action such as suspension, dies-non and criminal charges etc. have been initiated against the above officers in the past, as mentioned in Annexure-1.

DG (Commercial)/Sr. DAG/Director/DAG/DD (Admn)/Director (P)