



महा निदेशक लेखा परीक्षा
(कृषि, खाद्य एवं जल संसाधन), नई दिल्ली
Director General of Audit
(Agriculture, Food & Water Resources), New Delhi



संख्या 35/ डी. जी. ए. सी. ई./ ए. एफ. डब्ल्यू. आर./प्रशासन/4166
सेवा में,

दिनांक 11.11.2024

All Heads of Department of Audit Offices,
(In IA&AD)
(As per mailing list)

विषय: Deputation Assignment for filling up vacant post of Assistant Supervisor.

महोदय/महोदया,

Applications from suitable officials of IA&AD are invited for available vacancies for the posts of Assistant Supervisor on deputation basis.

- 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 Bio-Data (Annexure-II) and the abstract of APARs for the previous years (Annexure-III) to this office latest by 21.11.2024. The required documents of the eligible candidates may be scanned and sent by email by their respective cadre controlling offices to avoid postal delay.
 - The initial term of deputation will be for one year and may be extended thereafter, subject to his/her suitability, performance and administrative convenience. However, this office reserves the right to repatriate a deputationist at any time.
 - The officials will be entitled for Deputation Allowance as admissible under extant rules.
- The details of vacancy position given below: -

S.No.	Designation	Vacant post in office	No. of vacancies
1.	Assistant Supervisor (in level 7)	Kolkata	1
		Mumbai	1
		Chennai	1

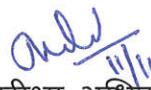
संलग्न: (Annexure-I, II & III)

भवदीय,
विवेक
11-11-24
(विवेक कुमार भास्कर)
निदेशक (प्रशासन)

(Annexure-I)

Essential and desirable experience and qualification for the deputation.

Post and (Pay Level)	Qualification
Assistant Supervisor (Level-7)	<p>Essential\</p> <ol style="list-style-type: none"> 1. Applicants should be holding analogous post on regular basis. 2. The age of the candidate should not exceed 56 years on the closing date of application for the post. <p>Desirable Qualification:</p> <ol style="list-style-type: none"> 1. Administrative functions, including Notings-drafting, communication with Hqrs and other offices etc. 2. Proficiency in Microsoft application (Power Point/Excel/Access/Word) 3. Experience in handling of software related to Budget Management (PFMS/iBEMS)/ Training Management (SAI Training Portal/e-Office/e-HRMS etc. 4. Knowledge of FR SR Rules.


 वरिष्ठ लेखा परीक्षा अधिकारी (प्रशासन)

(Annexure-II)

Station Applied for:

Proforma regarding the bio-data of the applicant for the post of Assistant Supervisor.

1. Name and Address (in Block Letters)	
2. Designation	
3. Date of Birth (in Christian era)	
4. Contact No. & Email ID (@cag.gov.in)	
5. Qualification Educational Professional	
6. Date of entry into Govt. Service	
7. Date of entry into IA&AD	
8. Present Pay & Level	
9. Whether belong to SC/ST	Yes/No
10. Detailed experience and post held	(Attach separate sheet giving detail under this column, duly signed)
11. Proficiency in Computer: (Details may be given)	
12. Whether applied for deputation in this earlier?	
13. Any other information	

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 officials. No major/minor penalty has been imposed on the above officials in the past.

Date

Head of the Office

(Annexure-III)

ABSTRACTS of APARs/ACRs

In respect of Shri/Smt./Ms. _____ (Name of the candidate)

Year	Grading
2023-24	
2022-23	
2021-22	
2020-21	
2019-20	

It is certified that:

- (i). I have verified the grading from the original APARs/ACRs and found correct.

Date

Head of the Office