

**ANNEXURE – I**

Essential and desirable experience and qualification for the deputation

Post	Qualification
Senior administrative officer (SAO) / (As per Notice)	<p><b><i>Essential</i></b></p> <ul style="list-style-type: none"> <li>• Applicants should be holding analogous post.</li> <li>• The age of the applicant should not exceed 56 years on the closing date of receipt of applications.</li> <li>• Applicant should be Graduate in any discipline.</li> <li>• Applicant can be from any office under IA&amp;AD.</li> </ul> <p><b><i>Desirable/ Preferable</i></b></p> <ul style="list-style-type: none"> <li>• Preference will be given to candidates having professional certifications / IT qualifications /Technical qualifications/IT Experience and those comfortable in using IT systems.</li> </ul>

**ANNEXURE-II****Proforma regarding the bio-data of the applicant**

1. Name	
2. Designation	
3. (i) Date of birth and (ii) Age as on 01.07.2025	
4. Qualification (i) Educational (ii) Professional	
5. Office to which belongs (i) Parent Office (ii) Office and station in which working at present	
6. Whether belongs to SC/ST. If yes please mention category	Yes/No
7. Date of entry into Govt. Service	
8. Date of entry in IA&AD	
9. Present Pay & Level	
10. Detailed experience and posts held (Attach separate sheet giving details under this column, duly signed.)	
11. Proficiency in Computer: (Details may be given)	
12. Contact details (Phone/Mobile No. & email address)	Phone/Mobile No.: Email address:
13. Whether applied for any other deputation within/outside IAAD. If yes, details may be provided.	
14. Any additional information to be provided	

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

Dated signature of the candidate

**Annexure – III****ABSTRACTS OF APARs/ACRs in respect of ..... (Name of the candidate)**

2024-25*	2023-24	2022-23	2021-22	2020-21

\*If available

It is certified that:

- (i) I have verified the grading from the original APARs and found correct
- (ii) No vigilance or disciplinary case is either pending or contemplated against the above officials. No major penalty has been imposed on the above officials in the past.

Date: .....

Sr. AO (Admn.)

Place: -----

O/o-----



अन्तर्राष्ट्रीय सूचना पद्धति एवं  
लेखा परीक्षा केन्द्र (आईसीसा)  
भारत के नियंत्रक एवं महालेखा परीक्षक  
का अन्तर्राष्ट्रीय प्रशिक्षण केंद्र  
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International Training Centre of Comptroller &  
Auditor General Of India  
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सं. iCISA/Admn-I-Est10DepM/5/e-file-72968/177

दिनांक: ०९ .07.2025

सेवा में,

सभी IA&AD कार्यालय  
(डाक सूची के अनुसार)

विषय: iCISA, नोएडा में प्रतिनियुक्ति के आधार पर रिक्तियों की पूर्ति।

महोदय / महोदया,

अन्तर्राष्ट्रीय सूचना प्रणाली एवं लेखा परीक्षा केन्द्र (iCISA), नोएडा में प्रतिनियुक्ति के आधार पर निम्नलिखित दो पदों के लिए आवेदन आमंत्रित किए जाते हैं, जिनका विवरण निम्नानुसार है:

क्रम सं.	पदनाम	वेतन स्तर
1	वरिष्ठ प्रशासनिक अधिकारी (SAO)	स्तर 10/11

1. प्रतिनियुक्ति की अवधि प्रारंभ में तीन (03) वर्ष की होगी, जिसे उपयुक्तता/प्रदर्शन के आधार पर संबंधित नियमों व आदेशों के अनुसार आगे बढ़ाया जा सकता है।
2. वे उम्मीदवार जो आईए एंड एडी के बाहर परीक्षाओं में सम्मिलित हो रहे हैं, उन्हें iCISA के प्रतिनियुक्ति हेतु विचार नहीं किया जाएगा।
3. परिसर में उपलब्धता के अधीन, आईसीआईएसए में कार्यरत अधिकारियों/कर्मचारियों को आवासीय क्वार्टर आवंटन में वरीयता दी जाएगी।
4. वेतन और भत्ते वर्तमान में लागू नियमों के अनुसार विनियमित किए जाएंगे।
5. आवश्यक और वांछनीय अर्हताओं का विवरण संलग्न परिशिष्ट-I में दिया गया है। वे अधिकारी, जो आवश्यक एवं वांछनीय अर्हताओं को पूर्ण करते हैं, उनके नाम संबंधित संवर्ग नियंत्रक प्राधिकारी के माध्यम से इस कार्यालय को दिनांक 31.07.2025 तक अग्रेषित किए जाएं, साथ में बायोडाटा (परिशिष्ट-II) एवं विगत तीन वर्षों के एपीएआर/एसीआर का सारांश (परिशिष्ट-III) संलग्न किया जाए।

संलग्न: परिशिष्ट-I से III तक

न. ५  
९/७/२५  
उप निदेशक (प्रशासन)  
iCISA, नोएडा



अन्तर्राष्ट्रीय सूचना पद्धति एवं  
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No. iCISA/Admn-I-Est10DepM/4/e-file-72968 | 177

Dated: 09.07.2025

To

All IA&AD Offices  
(As per mailing list)

**Sub: Filling up of vacancies on deputation basis at iCISA, Noida.**

Sir / Madam,

Applications are invited for available vacancies for two posts of SAOs to be filled on deputation basis at International Centre for Information Systems and Audit (iCISA), Noida as detailed below:-

Sl. No.	Name of the post	Pay Level
1.	Sr. Administrative Officer (SAO)	Level 10/11

1. Tenure of Deputation period will be initially of 3 (Three) years which can be extended subject to suitability/performance after following extant rules and orders for further tenure.
2. Candidates appearing for examinations outside IA&AD will not be considered for deputation to iCISA.
3. Priority will be given to the official/staff working at iCISA in allotment of residential quarters within the campus, subject to its availability.
4. Pay and Allowances would be regulated as per the applicable extant rules.
5. The essential and desirable qualifications is annexed (**Annexure-I**). The Names of willing officials satisfying the essential and desirable qualifications may please be forwarded through cadre controlling authority along with the **Bio-Data (Annexure-II)** and the abstracts of APARs/ACRs for the last three years (**Annexure-III**) to this office latest by **31.07.2025**.

**Enclosed:** Annexure – I to III

Dy. Director (Admn),  
iCISA Noida

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