

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



No. 1561/OE&Bills/Estt./256-2019-2020
OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 05.11.2024

To

**All Head of Offices in IA&AD
(Having Commercial Cadre)**

Subject- Filling up of vacant posts of Senior Administrative Officers/Assistant Administrative Officers of Commercial Cadre in Headquarters' Office on deputation basis.

Madam/Sir,

Applications are invited for filling the anticipated/available vacancies in the Senior Administrative Officers/Assistant Administrative Officers of Commercial Cadre in Commercial Audit Wing and Other Wings at Headquarters' Office on deputation basis. The eligibility criteria for deputation is as follows:

- (a) For Senior Administrative Officers, Senior Audit Officers (Commercial) having combined regular service of minimum 10 years including the service rendered in Assistant Audit Officer (Commercial) Cadre.
 - (b) For Assistant Administrative Officers, Officers (In case of directly recruited AAOs who have passed the SAS Examination) having regular service of minimum 03 years in Assistant Audit Officers (Commercial) Cadre.
 - (c) The Officers should have at least 07 outstanding APARs in last 10 years. In case, of Assistant Administrative Officer, where the service rendered by the Officer in Assistant Audit Officer (Commercial) cadre is less than 07 years, then, all the APARs should be outstanding.
 - (d) There is no disciplinary/Vigilance case pending or contemplated and no major/minor penalty is imposed on the Officer.
 - (e) Applications of the Officers under probation period/currency of penalty may not be considered.
2. Further, the initial period of deputation will be for one year and may be extended thereafter subject to suitability and administrative convenience.
 3. Therefore, it is requested to recommend and forward the names of the willing Officers satisfying the eligibility criteria along with the Bio-Data (Annexure-I) and the abstracts of APARs/ACRs for the last 10 years (Annexure II) to **SAO/CA-I Section at Headquarters' Office latest by 30.11.2024 by SPEED POST only.**

This issues with the approval of Competent Authority.

Enclosed: Annexure I & II

Yours faithfully,

**Desho Pran
Senior Administrative Officer/Estt.**

Annexure I

**Proforma showing the bio-data of Senior Audit Officer/Assistant Audit Officer of
Commercial Cadre recommended for induction in Headquarters**

1. Name of the Officer	
2. Designation	
3. Employee ID	
4. Gender (Male/Female)	
5. (i) Date of Birth and (ii) Age as on 01.10.2024	
6. Qualification (i) Educational (ii) Professional	
7. Office and station where presently posted	
8. Base Station	
9. Date of entry into Government Service	
10. Date of entry into IA&AD	
11. Year of passing SOGE/SAS	
12. Year of passing RAE/CPD/Incentive Examination	
13. Date of promotion/appointment as (i) AAO (including SO) (ii) SAO (including AO)	
14. Experience and post held	Attach separate sheet giving details under this column, duly signed.
15. Proficiency in computer	
16. Any other information	

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

Dated Signature of the Officer

(Countersigned by the Group Officer in charge of Admn of the concerned Office)

Annexure II

ABSTRACT OF APARs/ACRs FOR THE LAST 10 YEARS UPTO 2022-23

(Year-wise APAR grading for the 10 years to be given in respect of each Officer)

Sl. No.	Name & Designation	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16

Indicate numerical grading's only

It is certified that No vigilance or disciplinary case is either pending or contemplated against the above Officers. No major/minor penalty has been imposed on the above Officers in the past.

.....
(DAG/DD/Sr. DAG/Director (Admn))

Office of the

Place:

Date:.....