

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

Reminder-I

No. 925 –Staff (App)-I/01-2025/Vol.III

Dated: 05.05.2025

To

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

Subject: Filling up the post of Finance and Accounts Officer (FAO), level 10 in Prime Ministers Museum and Library, New Delhi on deputation basis.

Sir / Madam,

In continuation to this office letter No.887-Staff (App)-I/01-2025/Vol.III dated 22.04.2025 on the above mentioned subject, I am directed to forward the vacancy circular issued by Prime Ministers Museum and Library, New Delhi to fill up the post of Finance and Accounts Officer (FAO), level 10 on deputation basis vide letter No. 5-1/2025-26-Admn dated 08.04.2025 (*copy enclosed*). Eligibility criteria to fill up the posts is as follows:

Name of post	Pay Scale	Eligibility Criteria
Finance and Accounts Officer (FAO)	Level 10	<ul style="list-style-type: none"> • Sr. Audit/Accounts Officer; or • Assistant Audit/ Accounts Officer with 07 years of regular service in the cadre. • Must possess 05 years of experience in Finance or budgeting of Accounts Division of any department or organization.

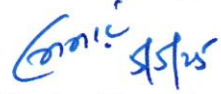
2. In this regard, it is requested to kindly recommend, **ON PRIORITY**, the names of eligible officers who are willing and can be spared immediately in the event of their selection for such posts on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for 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 15.05.2025**. Applications received after 15.05.2025 will not be considered under any circumstance.

- i. Application (in duplicate) only in the prescribed proforma (Bio Data Proforma enclosed) of willing and eligible Candidates with certification by employer.
- ii. Duly attested copies of each page of APARs for the last 5 years (2019-20 to 2023-24).
- iii. Cadre and Vigilance clearance.

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.

Encls:-As above

Yours faithfully,



(Sanjay Kumar)

Sr. Administrative Officer (Staff App-I)

BIO-DATA

1. Name of the post applied for :
 2. Name :
 3. Present post held
and Date from which present post held:
 4. Date of Birth :
 5. Gender: Male/Female :
 6. Date of superannuation :
 7. Educational Qualification :
 8. Mobile No. & e-mail ID :
 9. Permanent Address :
 10. Postal Address :
 11. Nature of duties performed as AAO/A.O/Sr. AO:
- (Enclose a separate sheet duly authenticated by the department, if space below is insufficient)

From	To	Nature of duties performed

12. Level in Pay Matrix :
13. Basic Pay in Level in the Pay Matrix :

(Signature of candidate)

Date :

It is certified that particulars furnished are correct and no vigilance case/disciplinary proceedings or criminal proceeding is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years. The integrity of the officer is beyond doubt.

Signature of the Head of Department
(with stamp)

Deputation to the post of Finance & Audit Officer (FAO) in pay Level 10 (Rs 56100- 17500)

Officers working in the Central Government or State Government or Union territories Administration or Autonomous and Statutory bodies or Public Sector Undertaking:

- (A)
- i holding analogous post on regular basis in the parent cadre or department; or
 - ii with two years of regular service in level -9 (Rs.53100-167800) of pay matrix in the grade or equivalent; or
 - iii with seven years of regular service in level - 8 (Rs.47600-151100) of pay matrix in the grade or equivalent; and:
- (B) possessing the following qualification and experience namely: -
- i A pass in Subordinate Accounts Services or equivalent examination conducted by the organized Accounts Department of the Central Government; or
 - ii successful completion of training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent training course and a minimum of five years' experience in finance or budgeting of Accounts Division of any department or organization.
- (C) Probably a Chartered Accountant.