

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

**EXAMINATION WING  
Circular No. 01 of 2025**

**No. 58/04-Exam/UN Audit/2024  
Dated: 29.01.2025**

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

**Subject: Conduct of UN Audit Examination, 2025**

Madam/Sir,

The UN Audit Examination 2025, an examination for shortlisting of Sr. AOs/AAOs for UN Audit to be taken up during 2025-26 and 2026-27, would be held at the end of March 2025. Officers from all streams i.e. Audit/Accounts etc who satisfy the eligibility criteria given in **Annexure-1**, are eligible to apply. HoDs are requested to collect willingness and other details from the candidates well before the registration process for the exam.

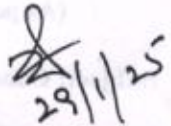
2. While no restriction is placed on the number of applications to be received from an office, it may please be ensured that names of only eligible officers are recommended. The registration process will be started in due course. Offices may collect the information listed in **Annexure-2**, from the eligible and willing officers, which will be required during the registration process.
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 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 2023-24, vigilance/disciplinary clearance certificate and penalty/administrative action such as suspension, disnon and criminal charges clearance certificate in the prescribed proforma (**Annexure-4**) duly certified by the Sr. DAG/Director/DAG/DD (Admin)/Director (P)/DG (Commercial) may be uploaded at the time of registration of the candidate.
5. 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.
6. Officers who withdraw their candidature after being selected for UN 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.

7. The syllabus of UN Audit Exam is available at [www.cag.gov.in](http://www.cag.gov.in) under the Examination tab ([cag.gov.in](http://cag.gov.in)>Departmental Examinations>Syllabus and Books> Syllabus of UN Audit examination).

8. A list of recommended candidates and all required documents may be kept ready so that the registration process can be completed on short notice/period.

Encl: As above (4 pages)

Yours faithfully,



(Hirak Bagchi)

Sr. AO- Consultant (Exam)

~~NOTICE NO. 141 Dt: 06/02/2021~~  
~~NO. Admn-1/A & E Panel / EM/UNAFK/25/2023~~

Willing & eligible officers  
may submit their applications in prescribed proforma  
latest by 14.02.2021 in Admn-1.

HBM  
AAO/Admn-1



**Annexure- 1**

**Eligibility criteria for nomination of Sr. AOs/AAOs for audit of UN Units during  
2025-26 and 2026-27**

- (1) The Officer should have clear 'Outstanding' APARs for at least 4 out of the last available 5 years.
  - (2) AAOs should have a completed five years combined service in the grade of SO/AAO as on 01.01.2025. No service length is prescribed for Sr. AOs.
  - (3) Officers who fall under any of the following categories are not eligible:
    - (a) Those who have done two or more UN Audits in the past (including those who have been selected for UN Audit during the current cycle 2024-25);
    - (b) Those who have done UN Audit during the last two cycles (i.e. 2023-24 and 2024-25)
    - (c) There should be a minimum gap of two years between two UN Audit assignments;
    - (d) Those who have returned from Embassy Audit are not eligible for 3 years (with the cut off dated being 01.01.2025);
    - (e) Those who have returned from overseas posting are not eligible for 5 years (with the cut off dated being 01.01.2025);
- Note: Those Sr. AOs/AAOs who had conducted UN Audits remotely in 2020-21 & 2021-22 (due to COVID related restrictions), may appear in the examination, notwithstanding the fact that they may be ineligible in terms of stipulations at sub-para (a) above.
- (4) Officers should be clear from vigilance/disciplinary angle. Officers against whom major penalty has been imposed in the past are not eligible till 5 years after completion of currency of the penalty. Officers against whom minor penalty including Censure or Dies-Non has been imposed in the past, are not eligible till 3 years after completion of the currency of the punishment or the date of Censure/ Dies-Non.
  - (5) Officers should be less than 57 years of age as on 01 January 2025;
  - (6) Officers must possess the following attributes:
    - (a) Ability to conduct audit independently and prepare Audit Reports;
    - (b) Excellent drafting skills in English;
    - (c) Good inter-personal relationships with colleagues, superiors and subordinates; and
    - (d) Healthy and fit physically to undertake international travel and tight work schedule.

**Annexure-2**

Proforma showing the bio-data of  
Sr. AOs/AAOs recommended for UN Audit during 2025-26 and 2026-27  
(PARTICULARS GIVEN IN THIS PROFORMA 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 01.01.2025	
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 SAS Examination (Please mention whether Accounts, Commercial, Civil, Railway, Finance & Communication or Defence Audit)	
11.	Date of promotion as AAO/SAO	AAO: SAO:
12.	Number of year completed in the grade as on 1.1.2025. a) AAO: b) 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: Given period.	Attach separate sheet given 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 STATUS/UTs  
MAY OPT FOR THE TEST CITIES AS GIVEN BELOW**

Sl. No.	State	Test City
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.

**Annexure-4**

**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 UN Audit Examination 2025. She/he satisfies the eligibility criteria prescribed for UN assignment as given in Annexure-I. 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 UN Audit assignment.

Sl. No.	Name & Designation	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19*	2017-18*

**Note**

1. \*To be indicated only if any of the APARs for the years 2023-24 to 2019-20 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)***