

Filling up the post of Senior Administrative Officer in iCISA, Noida on the deputation basis-reg.

**Applications invited from:**

All Eligible and Interested candidates

**Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section: 22.07.2022**



लोकहितार्थ सत्यनिष्ठा  
Dedicated to Truth and Public Interest

# International Centre for Information Systems & Audit

International Training Centre of Comptroller & Auditor General of India  
www.icisa.cag.gov.in

No.: Admn-i-Est10DepM/4/2022-Admn (efile 72968)/94

Dated: 06.07.2022

To

All IA&AD Offices  
(As per mailing list)

**Subject: Filling up of vacancies at iCISA on deputation basis.**

Sir/ Madam,

Applications are invited for anticipated/available vacancies for the following posts to be filled on deputation basis at International Centre for Information Systems and Audit (iCISA), NOIDA as detailed below:

Sl. No.	Post	Vacancies	Pay Level
1.	Senior Administrative Officer	02 (including one anticipated vacancy)	Level – 10/11

Tenure of Deputation period will be initially for 3 years subject to satisfactory service which may be extended for further tenure.

1. For the purpose of Transport Allowance, Noida is regulated as per rates applicable to 'Other places' in terms of Ministry of Finance O.M. No. 21(2)/2008-E.II(B) dated 29.08.2008 and subsequent O.M. No. 21(2)/2015-E.II(B) dated 06.08.2015.
2. Priority will be given to the official/staff working at iCISA in allotment of residential quarters within the campus, subject to its availability.
3. Candidates appearing for examinations outside IA&AD will not be considered for the said deputation.
4. The applicants who have already applied earlier may also submit fresh application.
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 previous years (Annexure-III) to this office latest by 26.07.2022.

**Enclosure: Annexures – I to III**

*Hansha*  
Director (Admn)  
iCISA, Noida

## ANNEXURE – I

Essential and desirable experience and qualification for the deputation

Post	Qualification
Senior Administrative Officer (02)	<p data-bbox="762 427 879 456">Essential</p> <ul data-bbox="810 510 1396 837" style="list-style-type: none"><li data-bbox="810 510 1396 622">• Applicants should be holding analogous post and having at least 5 (five) Year service as AAO.</li><li data-bbox="810 636 1396 748">• The age of the applicant should not exceed 56 years on the closing date of receipt of applications.</li><li data-bbox="810 761 1396 837">• Applicant can be from any office under IA&amp;AD.</li></ul> <p data-bbox="762 853 1034 882">Desirable/ Preferable</p> <ul data-bbox="810 936 1396 1128" style="list-style-type: none"><li data-bbox="810 936 1396 1128">• Preference may 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 01.06.2022	
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 Compute: (Details may be given)	
12. Contact details (Phone/Mobile No. & email address)	Phone/Mobile No.:  Email address:
13. Any other information	

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)**

2021-22	2020-21	2019-20	2018-19	2017-18

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-----