

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



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124
No. 1259 -Staff (App)-I/01-2025/Vol.III

दिनांक / DATE 18.07.2025

To

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

Subject: Filling up the post of MTS in O/o Director of Accounts, Cabinet Secretariat, New Delhi on deputation basis.

Sir / Madam,

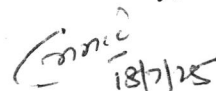
I am directed to forward the vacancy circular issued by O/o Director of Accounts, Cabinet Secretariat, New Delhi to fill up the post of MTS on deputation basis vide letter No. Admn/Dep/55/Vol. XII/ 727 dated 08.07.2025 (copy enclosed)

2. In this regard, it is requested to kindly recommend 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 necessary documents / certificates (as detailed in the vacancy circular) may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 31.07.2025**. Applications received after 31.07.2025 will not be considered under any circumstance.

3. 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.

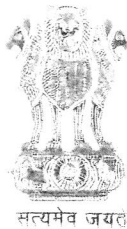
Yours faithfully,

Encls:-As above


(Sanjay Kumar)

Sr. Administrative Officer (Staff App-I)

VIKRAM D. MURUGARAJ, IA&AS
 Director of Accounts
 Cabinet Secretariat



Government of India
 Directorate General of Security
 Office of The Director of Accounts
 Cabinet Secretariat

D. O. No. Admn./Dep./55/Vol..XII- 72

Dated : 08 July 2025

Dear Sir,

My office is facing shortage of staff in the MTS cadre (Level-1 of Pay Matrix). We therefore intend to fill up some posts of MTS **on Deputation basis**. The eligibility conditions for the post are annexed.

2. I request that the requirement be widely circulated in your organisation, to broadbase the response.

3. I shall be grateful if you could kindly arrange to forward to this office within 60 days of the date of issue of this letter, willing officials' applications in the prescribed proforma (copy enclosed), along with copies of APARs for the last five years and Vigilance Clearance Certificates.

Encls.: As above.

Yours sincerely,

Yours sincerely,

Vikram D. Murugaraj
 08.07.2025

Shri Saurabh Narain, IA&AS
 Director General (HQ and Staff),
 Office of The Comptroller & Auditor General of India
 Pocket-9, DeenDayalUpadhyaya Marg,
New Delhi.

The eligibility for the post of MTS is as per details given below:

Name of the post	Pay Matrix	Duties of the post	Eligibility
Multi-Tasking Staff	Level-1 of Pay Matrix	Physical Maintenance of records, General cleanliness, carrying of files, Photocopying, sending of FAX, other non-clerical work, Delivering of dak (outside the building), Watch & ward duties, Opening & closing rooms, cleaning of rooms and any other work assigned by the superior authority.	<p>By deputation from Officials of the Central Government Ministries or Department holding analogous post in Level-1 of the Pay Matrix on regular basis.</p> <p>Note 1—The period of deputation including the deputation in other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2. -- The age of the applicants shall not be exceeding 56 years as on date of application.</p>

BIO-DATA / CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into service	
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	

5. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature.

Office/ institution	Post held on regular basis	From	To	Pay Band and Grade Pay/Pay and Level of the Pay Matrix of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for
(1)	(2)	(3)	(4)	(5)	(6)

* **Important:** Level in the Pay Matrix granted under ACP/MACP are personal to the official and therefore, should not be mentioned. Only Level in the Pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the Pay Matrix where such benefits have been drawn by the Applicant, may be indicated as below:

Office/ Institution	Cell and Level in the Pay Matrix	From	To
(1)	(2)	(3)	(4)

6. In case the present employment is held on deputation basis, please state.		
a) The date of initial appointment.	b) Period of appointment on deputation.	c) Name of the parent office /organization to which the applicant belongs.
<p>6.1 Note: In case of officials already on deputation, the applications should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificates.</p> <p>6.2 Note : Information under Columns 7 (b) and (c) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p>		
7. If any post was held on Deputation in the past by the Applicant, date of return from the last deputation and other details.		
<p>8. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>		
9. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre revised scale.		
10. Total emoluments per month now drawn:		
Level in the Pay Matrix	Pay	

11. In case the Applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest Salary Slip issued by the Organisation showing the following details may be enclosed.	
Basic Pay with Level in the Pay Matrix and rate of increment	Dearness Pay/interim relief/ Other Allowances etc. (with break-up details)
12. Does the applicant belong to a Scheduled Caste/Tribe?	

I have carefully gone through the vacancy circular and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date _____

(Signature of the Applicant)

Address _____

Mobile No. _____

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the Applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. **If selected, he/she will be relieved immediately.**

2. Also certified that ;

- i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt. _____
- ii) His/Her integrity is certified.
- iii) Photocopies of APARs for the 5 years w.e.f. 2019-20 to 2023-24 duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him / her during the last 10 years **Or** a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned**(Employer / Cadre Controlling Authority with Seal)**