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

No. 108 - Staff (App)-I/05-2020/Vol.I
Dated: 22/01/2021

To
1. All the Heads of Department in IA&AD
   (except Commercial Audit offices)
2. Director (P).

Subject: Filling up the posts of Manager, Manager (Finance) & Dy. Manager on
deputation basis – regarding.

Sir / Madam,

I am directed to intimate that the Delhi Tourism & Transportation
Development Corporation Ltd., New Delhi has intimated to fill up the following posts on
deputation basis. Maximum age limit for appointment by deputation shall not exceed 56
years as on the closing date of receipt of applications.

02. The eligibility conditions are as under:-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name &amp; No. of the post</th>
<th>Level in pay matrix</th>
<th>Eligibility/experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Manager 03 posts</td>
<td>Level-11</td>
<td>Sr. Accounts/Audit Officer with 5 years regular service.</td>
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<td>2.</td>
<td>Manager (Finance) 02 posts</td>
<td>Level-11</td>
<td>Sr. Accounts/Audit Officer with 5 years regular service.</td>
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<td>3.</td>
<td>Dy. Manager 03 posts</td>
<td>Level-10</td>
<td>Sr. Accounts/Audit Officer Or Assistant Account/Audit Officer with 5 years regular service.</td>
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03. 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 above
mentioned posts on deputation basis. The recommendations accompanied with the
following documents / certificates may kindly be sent to the Asstt. Comptroller and
Auditor General (N) latest by 05/02/2021.

i. Bio-data (2 copies) in the enclosed prescribed proforma;
ii. Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested
on each page and
iii. Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor
penalty during last 10 years.

04. The candidate once selected for the post will not be allowed to withdraw their
candidature subsequently.

05. While forwarding the recommendations the Sanctioned Strength, Person-in-
Position and vacancies in Sr. AO-AAO cadres may specifically be indicated in the
forwarding letter.

Yours faithfully,

Encls:- As above.

(R. K. Tiwari)
Sr. Administrative Officer (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/AO/Sr. AO:
   (Enclose a separate sheet duly authenticated by the department, if space below is insufficient)

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Nature of duties performed</th>
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</table>

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)