

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

No. 930 –Staff (App)-I/05-2021/Vol.I  
Dated: 02 /07/2021

To

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

Subject: Filling up the posts of Administrative-cum-Accounts Officer on deputation basis– regarding.

Sir / Madam,

I am directed to intimate that the Salar Jung Museum, Hyderabad invites applications for filling up Administrative-cum-Accounts Officer post 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:-*

S. No.	Name of the post	Level in pay matrix	Eligibility/experience
1.	Administrative-cum-Accounts Officer	Level-9	Asstt. Accounts Officer/Asstt. Audit Officer with 5 years regular service.

03. In this regard, it is requested to kindly recommend the names of eligible officials 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)-I latest by 19/07/2021.**

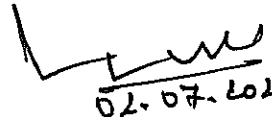
- i. Bio-data (2 copies) in the enclosed prescribed proforma;
- ii. Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested on each page and
- iii. Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty during last 10 years.

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

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

Encls:-As above.

Yours faithfully,



02.07.2021

(R.K. Tiwari)

Sr. Administrative Officer/Staff (App)-I

**Proforma of Application.**

**(To be submitted in duplicate)**

Self attested  
passport size photo  
of the applicant

1. Name of the post for which the application is submitted

(a) Whether the application is on terms of **Deputation/Short Term contract/Contract Basis**

{Please delete inapplicable clause(s)}

2. Name of the applicant :

3.(a) Date of Birth (in Christian era):

3. (b) Date of Superannuation:

(in case of Retired officer)

4. Postal address ( with contact no. and e-mail address):

5. Educational Qualifications (starting from Graduation)

Sl. No	Essential	Desirable
i		
ii		
iii		
iv		
v		

6. Additional /Higher qualifications if any may be mentioned.

7. Service to which you belong.

8. Whether belong to SC/ST/OBC

(Applicants belong to SC/ST/OBC may please enclose caste certificate in proof)

9. Please state clearly in the light of the above entries made by you, you meet the requirement of the post.

10. Details of employment in chronological order (enclose a separate sheet, duly authenticated by your signature if the space below is insufficient):

Office/ University /Institute	Post	From	To	Pay Band Pay	Nature of duties

11. Nature of present employment i.e. ad-hoc or temporary or permanent.

12. In case present employment is held on deputation basis please state

- a. The details of initial appointment in the parent department.
- b. Date and period of appointment on deputation:
- c. Name of the present office/organization.

13. Additional details about present employment. Please state whether working under:

- a) Central Government :
- b) State Government:
- c) Autonomous Organization:
- d) Government under taking:
- e) University

14. Are you in revised scale of pay? If, yes, give the date from which the revision took place (please indicate the pre-revised scale as well.)

15. Existing total emoluments drawn per month.

16. Additional information, if any, you may like to mention in support of your suitability for the post. (Please enclose a separate sheet);

**DECLARATION TO BE GIVEN BY THE APPLICANT**

- i. Certified that no criminal case is pending against me as on the date, the notification is published in the Employment News, nor I have under gone any punishment earlier due to conviction in a criminal case.
- ii. Certified that no Major penalty /Minor penalty case is pending against me as on the date, the notification is published in the Employment News.
- iii. Certified that no penalty is imposed against me nor any penalty is in operation as on the date, the notification is published in the Employment News.

*(In case any criminal case is pending or penalty or imprisonment already under gone or any disciplinary case is pending at present, a statement showing brief details may be enclosed in a separate sheet.)*

I hereby declare that the information furnished above by me in the application form is correct. I hereby undertake that if any information given by me is found to be false at any time in future, it will render me ineligible for the post applied for.

(Signature of the Candidate)

Name( )

**N.B-**

- 1 Applicants are requested to enclose self attested testimonials /certificates in support of their educational qualifications.
- 2. Applications duly filled in all respects may be submitted in duplicate.

**ENDORSEMENT OF THE FORWARDING AUTHORITY.**

- (i) Certified that Sri /Smt./Ms. -----is working in our Organization as ----- (Designation) on permanent basis.
- (ii) Certified that he/ she is drawing a total salary of Rs. -----/-(Rupees----- only) with Pay Band Pay Rs. -----/- (Rupees-----) in the P.B -----
- (iii) Certified that no disciplinary or vigilance case is pending or contemplated against him/her as on the date, the notification is published in the Employment News.
- (iv) Certified that no major penalty or minor penalty proceedings are pending against him/her as on the date, the notification is published in the Employment News.
- (v) Certified that no major penalty/minor penalty imposed nor he /she is presently undergoing penalty. (In respect of those applicant against whom penalty is in operation a statement showing brief details of penalty in operation may be enclosed.)
- (vi) Certified that he /she will be relieved from the Department/Organization within a period of-----days in case of his /her selection.

Place:

Date:

Signature of the Forwarding Authority.  
Designation, Office seal.