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

No.1169 – Staff (App)-I/05-2020/Vol. I Dated: 21/09/2021

To

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

Subject: Filling up the posts of AAO and Sr. Auditor/Sr. Accountant on deputation basis—regarding.

Sir / Madam,

I am directed to intimate that the National Technical Research Organisation (NTRO) 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:-

U	2.	i ne eugidu	uty conautions	are as unaer:-
	S.	Name of the	Level in	Eligibility/experience
	No.	post	pay matrix	
	1.	Asstt. Accounts	Level-8	i. Asstt. Accounts Officer/ Asstt. Audit
		Officer/ Asstt.		Officer; or
		Audit Officer		ii. Sr. Auditor/Sr. Accountant with six years
	-			regular service in the cadre; and
				Possessing any one of the following
				qualification:-
				i. passed in the SAS examination.
		,		ii. Training in the Cash and Accounts work in
*				the Institute of Secretarial Training and
		,		Management or equivalent training course and
		* -		a minimum of four years experience in Cash,
				Audit, Accounts and Budget work.
	2.	Sr. Accountant/	Level-6	Sr. Auditor/Sr. Accountant; and
		Sr. Auditor		Who have undergone training in cash, audit,
		41112		accounts work in the Institute of Secretarial
			and the state of t	Training and Management or equivalent
				course and possessing two years experience of
				cash, audit, accounts and budget work.

- 03. Officials on deputation are entitled for a Special Allowance of 20% of the Basic Pay every month. No deputation duty allowance will be paid.
- 04. 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 the post of Administrative Officer on deputation basis. The recommendations accompanied with the following documents / certificates may kindly be sent to the <u>Asstt.</u> Comptroller and Auditor General (N)-I latest by 04/10/2021.

- 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.
- 05. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently.
- 06. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in AAO/Sr. Auditor/Sr. Accountant cadres may specifically be indicated in the forwarding letter.

Yours faithfully,

Encls:-As above.

(R. K. Tiwari)

Sr. Administrative Officer (App)-I

ANNEXURE-I

BIO-DATA/CURRICULUM VITAE PROFORMA

For the post of Assistant Accounts Officer / Assistant Audit Officer on DEPUTATION BASIS

(Please affix a recent passport size colour photograph)

	ference No: V(A)/16/02/Pers-R1/NTRO/2021	Post applied for: Assistant Accounts Officer / Assistant Audit Officer
1.	Name and Address (in Block Letters)	
	Contact No : Email ID :	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into Government service	
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Education and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer (to be mentioned by the applicant clearly)
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular Essential	officer (to be mentioned by the applicant
- Training to the state of the	the advertisement/vacancy circular	officer (to be mentioned by the applicant clearly)



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	the Bio-data) with	n reference to	the post applied	<u>[,</u>						
7.	Details of Employi	ment, in chrono	ological order, En	close a sepa	rate sheet du	ılv aut	henticated by your			
	Details of Employment, in chronological order, Enclose a separate sheet duly <u>authenticated by your signature</u> , if the space below is insufficient.									
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	b) State Governme					
	c) Autonomous Org					
	d) Government Und	dertakin	g			
	e) Universities					
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{Assistant Accounts Officer / Assistant Audit Officer} Page 4 of 5

	(B) Achievements:		
	The candidates are requested to indicate information with		
	regard to:		
	(i) Research publications and reports and special projects		
	(ii) Awards/Scholarships/Official Appreciation		
	(iii) Affiliation with the professional		
	bodies/institutions/societies and;		
	(iv) Patents registered in own name or achieved for the		
	organisation		
	(iv) Any research /innovative measure involving official		
	recognition (vi) any other information.		
	(Note: Enclose a separate sheet duly signed, if the		•
	space is insufficient)		
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inform	have carefully gone through the vacancy circular/adventation furnished in the Bio data / Curriculum Vitae duly su	nuseme	the documents in the
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the tir	ne of selection for the post. The information / details provided	t hu mo	seed by the Selection Committee at
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ANNEXURE-II

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)	His/ Her APAR dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
v)	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)

ANNEXURE-I

BIO-DATA/CURRICULUM VITAE PROFORMA

For the post of Senior Accountant / Senior Auditor on DEPUTATION BASIS

(Please affix a recent passport size colour photograph)

Re	eference No: V(A)/16/03/Pers-R1/NTRO/2021	Post applied for: Senior Accountant / Senior Auditor
1.	Name and Address (in Block Letters)	
	Contact No : Email ID :	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into Government service	
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	·
5.	Whether Education and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer (to be mentioned by the applicant clearly)
	Essential	Essential
The second section is a second section of the section of the section of th	 (A) (i) Senior Secretariat Assistant of Central Secretariat Clerical Service in level-4 in the pay matrix with eight years of regular service in the grade; and (ii) who have undergone training in cash and accounts work in the Institute of Secretarial Training and Management or equivalent; and (iii) two years of experience of cash, audit, accounts and budget work; or, 	
The contract of the contract o	(B) Officers under the Central Government: - (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with six years regular service in level-5 in the pay matrix in the parent cadre or department; and Who have undergone training in cash, audit and accounts work in the Institute of Secretarial Training and Management or equivalent course and possessing two years' experience of cash, audit, accounts and budget work.	



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6.	Please state clearly whether in the light of						
	entries made by you above, you meet the						
	requisite Essential Qualifications and work						
	experience of the	post.					
			are to provide	their speci	ific commen	fel vi	ews confirming the
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	post on deputation	outside the ca	dre/organisation	but still maint	taining a lien i	n his p	parent
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10.	If any post held on Deputat				
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	and other details				
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13.	Are you in revised Scale of	Pay2 If you give the			
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	The candidates are requested to indicate information with regard to:
	(i) Research publications and reports and special projects
	(ii) Awards/Scholarships/Official Appreciation
-	(iii) Affiliation with the professional
l	bodies/institutions/societies and;
	(iv) Patents registered in own name or achieved for the
١	organisation
	(iv) Any research /innovative measure involving official
l	recognition (vi) any other information.
	(Note: Enclose a separate sheet duly signed, if the
l	space is insufficient)
	I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio data / Curriculum VItae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. 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.
	(Signature of the candidate)
	Address

ANNEXURE-II

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)	His/ Her APAR dossier in original is enclosed/photocopies of the APARs for the last 5 years 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)