

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

No. 303 –Staff (App)-I/05-2021/Vol.II

Dated: 28/02/2022

To

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

Subject: Filling up the posts of Finance and Administrative Officer in Level-11 in National Medicinal Plants Board (NMPB), Ministry of Ayush, New Delhi on deputation basis– regarding.

Sir / Madam,

I am directed to intimate that the National Medicinal Plants Board (NMPB), Ministry of Ayush, New Delhi has intimated to fill up post of Finance and Administrative Officer 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 and number of the post	Level in pay matrix	Eligibility/experience/terms & conditions
1.	Finance and Administrative Officer 01 post	Level-11	i. Sr. Audit Officer/Sr. Accounts Officer and AAOs in Level-9 with five years' regular service; or ii. Sr. Auditor/Sr. Accountant with eight years regular service; and ii. possessing five years' experience in administration, establishment and accounts matters.

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 the post of Finance and Administrative Officer 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 07/03/2022.

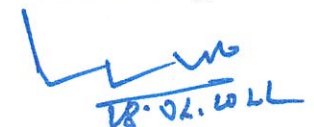
- i. Bio-data (2 copies) in the enclosed prescribed proforma;
- ii. Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested on each page and
- iii. Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty during last 10 years.

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 Sr. AO, AAO including AAO (Adhoc) and Sr. Accountant cadres may specifically be indicated in the forwarding letter.

Encls:-As above.

Yours faithfully,



(R. K. Tiwari)

Sr. Administrative Officer (App)-I

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Annexure- II

Application for the post of Finance & Administrative Officer

1	Name and Address (in Block letter)
2	Date of Birth (in Christian era)
3	Date of retirement under Central/State Government rules
4	Educational Qualification
5	Whether Educational 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)

		Qualification/Experience required	Qualification/Experience possessed by the officer
Essential	(1)		
	(2)		
Desired	(1)		
	(2)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
7. Details of Employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, the space below is insufficient.

Office/Institution	Post held	From	To	Scale of pay and basic pay	Nature of duties (in detail)

8. Nature of present employment, i.e., ad hoc or Temporary or Quasi- Permanent or Permanent.
9. In case the present employment is held on Deputation/Contract basis, please state:
a) The date of initial appointment
b) Period of appointment on deputation/Contract
c) Name of the parent office/organization to which you belong

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- a) Central Government -
- b) State Government -
- c) Autonomous Organisation -
- d) Government Undertaking -
- e) Universities -
- f) Others -

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the previous scale.

13. Total emoluments per month now drawn

14. Additional information, if any, which you would like to mention in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular /Advertisement).

15. Whether belongs to SC/ST

16. Remarks

The candidates may indicate information with regard to (1) Awards / Scholarship / Official appreciation (2) Affiliation with the professional bodies / Institutions / Societies and (iv) any other information)

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection or the post.

Signature_____

Address_____

Place:_____

Date_____

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Annexure - III

CERTIFICATE

(To be filled in by the Parent Office /Department)

Certified that the particulars furnished by the applicant have been checked from available records and found correct.

Certified that the candidate is eligible for the post as per conditions mentioned in the advertisement.

Certified also that no Vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is also certified.

Photocopies of complete and up to date OM dossier of the officer for the last five years, duly attested, on each page enclosed.

No major/minor penalty has been imposed on the concerned officer during the preceding ten years.

Signature_____

Name & Designation of the Head of the Department/

Authorised Signatory with seal

Telephone Number_____