

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

No. ~~807~~–Staff (App)-1/05-2022/Vol.II  
Dated: 19/05/2022

To

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

Subject: Filling up the post of Internal Audit Officer in Level-12 on deputation basis in North-Eastern Hill University, Shillong.

Sir / Madam,

I am directed to intimate that the North-Eastern Hill University, Shillong has intimated to fill up post of Internal Audit Officer on deputation basis. The details of the post are as under:-

S. No.	Name of the post & scale of Pay	Qualification & Experience
1.	Internal Audit Officer in Level-12	Sr. Accounts/Sr. Audit Officer having 8 years regular service; and  The incumbent should be well versed and having wide experience in auditing and accounting, establishment matters like pay fixation, pension rules etc and in other administrative matters as well.

02. 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 Internal Audit 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 10/06/2022:**

- i Bio-data (**2 copies**) in the enclosed prescribed proforma;
- ii Attested copies of ACR/APARs for the previous 5 years duly attested and
- iii Integrity Certificate / Vigilance & Cadre Clearance Certificate and statement of major/minor penalty during last 10 years.

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

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

05. Applications received after 10/06/2022 will not be considered under any circumstance.

Encls:-As above.

Yours faithfully,

  
19.05.2022

(R.K. Tiwari)

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

From	To	Nature of duties performed

- 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)