

CIRCULAR FOR INFORMATION TO ALL Sr.AOs and AAOs

Subject: Conduct of Embassy Audit Examination, 2022 and UN Audit Examination, 2022.

The examinations for shortlisting of Sr.AOs/AAOs for UN Audit and Embassy Audit to be taken up during 2022-23 and 2023-24, are scheduled to be held on 8th May 2022 from 10 AM to 01 PM in the Forenoon Session (UN Audit Exam) and from 03 PM to 04 PM in the Afternoon Session (Embassy Audit Exam). For this, officers from all streams i.e. Audit/Accounts etc. who satisfy eligibility criteria (**attached herewith**), are eligible to apply.

The entire process of registration is to be done online only through registration link <https://cagi.azurewebsites.net>. The online registration of candidates will end on 18th April 2022.

The candidates are required to fill up Section II and upload the relevant documents.

This is for information of all AAOs/Sr.AOs to send the willingness (in the attached performas separately for UN Audit and Embassy Audit), if interested, to Admn-I section latest by **12.04.2022** (Hardcopy by hand or scanned copy by Email (scanned copy) to: aaoadmn1.pjb.au@cag.gov.in for further necessary action. The candidates are required to complete registration on online portal by **18th April**.

It is to be ensured that the information filled in the proforma is true and complete in all respect, otherwise the candidature is liable to be cancelled/terminated without any notice.

This issues with the approval of DAG (Admn.).

Eligibility criteria for nomination of Sr. AOs/AAOs for Embassy Audit 2022-23 and 2023-24

- (1) The officer should have clear 'Outstanding' APARs for at least 4 out of the last available 5 years.
- (2) Officers who have already done UN Audit/Embassy Audit in previous years or slated for UN Audit/ Embassy Audits 2021-22, may not be nominated.
- (3) Officers who have done overseas postings/foreign assignments may not be nominated.
- (4) Officers who have undergone training abroad for a period of one month or more may not be nominated.
- (5) Maximum age limit for Sr. AOs/AOs is 59 years as on 1st January 2022. In respect of AAOs, maximum age limit is 57 years as on 1st January 2022.

**Proforma showing the bio-data of
Sr. AOs/AAOs recommended for Embassy Audit during 2022-23 and 2023-24
(PARTICULARS GIVEN IN THIS PROFORM WILL BE CAPTURED IN THE
ONLINE REGISTRATION FORM)**

1. Name	
2. Designation (if Commercial, please also indicate i.e., AAO (C)/SAO (C)	
3. (i) Date of birth, and (ii) Age as on 01.01.2022	
4. Qualification (i) Educational : (ii) Professional :	
5. Office to which the officer belongs (i) Parent Office : (ii) Office and station in which working at present :	
6. Examination Centre (Please mention specifically Delhi/Mumbai/Chennai/Kolkata/ Bengaluru/Hyderabad/Guwahati)	
7. Whether belongs to SC/ST. If yes, please mention category.	
8. Date of entry into Government Service	
9. Date of entry in IA&AD	
10. Date & Year of passing SOG/SAS Examination (Please mention whether Accounts, Commercial, Civil, Railway, Finance & Communication or Defence Audit)	
11. Date of promotion as SO/AAO/AO/ SAO	SO/AAO: AO : SAO:
12. Number of years completed in the grade as on 1.1.2022. a) SO/AAO : b) AO/Sr.AO :	
13. Present pay	Rs.
14. Experience and posts held	Attach separate sheet giving details under this column, duly signed.
15. (i) Details of previous deputation/foreign service. (ii) Details of Posting abroad/UN Audit/Embassy Audit: Give period.	Attach separate sheet giving details under this column, duly signed.
16. Proficiency in Computer. Details may be given	
17. Contact details (Mobile and email)	
18. Any other information	

The information furnished above are correct to the best of my knowledge.

Signature of the Candidate

**OFFICERS CURRENTLY WORKING IN VARIOUS STATES/UTs
MAY OPT FOR THE TEST CITIES AS GIVEN BELOW**

Sl No	State	Test City/Centre
1	Andhra Pradesh	Hyderabad
2	Telangana	Hyderabad
3	Karnataka	Bengaluru
4	Kerala	Bengaluru
5	Tamil Nadu	Chennai
6	Puducherry	Chennai
7	Arunachal Pradesh	Guwahati
8	Assam	Guwahati
9	Manipur	Guwahati
10	Meghalaya	Guwahati
11	Mizoram	Guwahati
12	Nagaland	Guwahati
13	Sikkim	Guwahati
14	Tripura	Guwahati
15	Andaman and Nicobar Islands	Kolkata
16	Bihar	Kolkata
17	Chhattisgarh	Kolkata
18	Jharkhand	Kolkata
19	Odisha	Kolkata
20	West Bengal	Kolkata
21	Goa	Mumbai
22	Gujarat	Mumbai
23	Maharashtra	Mumbai
24	Haryana	New Delhi
25	Himachal Pradesh	New Delhi
26	Jammu and Kashmir	New Delhi
27	Ladakh	New Delhi
28	Madhya Pradesh	New Delhi
29	National Capital Territory of Delhi	New Delhi
30	Punjab	New Delhi
31	Rajasthan	New Delhi
32	Uttar Pradesh	New Delhi
33	Uttarakhand	New Delhi

Note: The number of Test Cities may be increased/decreased based on the number of officers registered from various States/UTS.

Eligibility criteria for nomination of Sr. AOs/AAOs for audit of UN Units during 2022-23 and 2023-24

- (1) The officer should have clear 'Outstanding' APARs for at least 4 out of the last available 5 years.
- (2) AAOs should have a completed five years combined service in the grade of SO/AAO as on 1.1.2022. No service length is prescribed for Sr. AOs.
- (3) Officers who fall under any of the following categories are not eligible:
 - (a) Those who have done two or more UN Audits in the past (including those who have been selected for UN Audit during the current cycle 2021-22);
 - (b) Those who have done UN Audit during the last two cycles (including the current cycle 2021-22);
 - (c) There should be a minimum gap of two years between two UN Audit assignments;
 - (d) Those who have returned from Embassy Audit are not eligible for 3 years as on 01 January 2022;
 - (e) Those who have returned from overseas posting are not eligible for 5 years as on 01 January 2022;
- (4) Officers should be clear from vigilance/disciplinary angle. Officers against whom major penalty has been imposed in the past are not eligible till 5 years after completion of currency of the penalty. Officers against whom minor penalty including Censure or Dies-Non has been imposed in the past, are not eligible till 3 years after completion of the currency of the punishment or the date of Censure/ Dies-Non.
- (5) Officers should be less than 57 years of age as on 01 January 2022;
- (6) Officers must possess the following attributes:
 - (a) Ability to conduct audit independently and prepare Audit Reports;
 - (b) Excellent drafting skills in English;
 - (c) Good inter-personal relationships with colleagues, superiors and subordinates; and
 - (d) Healthy and fit physically to undertake international travel and tight work schedule.

**Proforma showing the bio-data of
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1. Name	
2. Designation (if Commercial, please also indicate i.e., AAO (C)/SAO (C)	
3. (i) Date of birth, and (ii) Age as on 01.01.2022	
4. Qualification (i) Educational : (ii) Professional :	
5. Office to which the officer belongs (i) Parent Office : (ii) Office and station in which working at present :	
6. Examination Centre (Please mention specifically Delhi/Mumbai/Chennai/Kolkata/ Bengaluru/Hyderabad/Guwahati)	
7. Whether belongs to SC/ST. If yes, please mention category.	
8. Date of entry into Government Service	
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10. Date & Year of passing SOG/SAS Examination (Please mention whether Accounts, Commercial, Civil, Railway, Finance & Communication or Defence Audit)	
11. Date of promotion as SO/AAO/AO/ SAO	SO/AAO: AO : SAO:
12. Number of years completed in the grade as on 1.1.2022. a) SO/AAO : b) AO/Sr.AO :	
13. Present pay	Rs.
14. Experience and posts held	Attach separate sheet giving details under this column, duly signed.
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8	Assam	Guwahati
9	Manipur	Guwahati
10	Meghalaya	Guwahati
11	Mizoram	Guwahati
12	Nagaland	Guwahati
13	Sikkim	Guwahati
14	Tripura	Guwahati
15	Andaman and Nicobar Islands	Kolkata
16	Bihar	Kolkata
17	Chhattisgarh	Kolkata
18	Jharkhand	Kolkata
19	Odisha	Kolkata
20	West Bengal	Kolkata
21	Goa	Mumbai
22	Gujarat	Mumbai
23	Maharashtra	Mumbai
24	Haryana	New Delhi
25	Himachal Pradesh	New Delhi
26	Jammu and Kashmir	New Delhi
27	Ladakh	New Delhi
28	Madhya Pradesh	New Delhi
29	National Capital Territory of Delhi	New Delhi
30	Punjab	New Delhi
31	Rajasthan	New Delhi
32	Uttar Pradesh	New Delhi
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