

Office of the Comptroller and Auditor General of India
Knowledge and Capacity Building Wing

KCB Wing/File 319-2025-26

Date: 05.05.2026

CIRCULAR- 293

Subject: Standard Operating Procedure (SoP)- Engagement of Young Professionals (YPs) in IA&AD –

In continuation of SoP No. 41/Internship/319-2023 dated 16.09.2025 issued by Knowledge & Capacity Building Wing, a separate Standard Operating Procedure (SoP) for engagement of Young Professionals (YPs) in the Indian Audit and Accounts Department (IA&AD) has been prepared.

Objective

To establish a structured and transparent process for identifying, selecting, and engaging Young Professionals (YPs) in projects that support the strategic functioning of various wings of the Indian Audit and Accounts Department (IA&AD).

Scope

This SOP shall apply to Functional Wings at Headquarters, Central Training Institutes (CTIs), Regional Capacity Building Knowledge Institutes/ Centres (RCBKIs/RCBKCs) and all Field offices within IA&AD.

A. Project Identification:

- a. The process of recruitment of YPs will be done twice each year, March and September.
- b. For engagement of YPs, the field offices/training institutes/ functional wings shall:
 - Identify projects with clearly defined objectives.
 - Propose projects beneficial to the strategic functioning of the wing/office.
 - Ensure the projects are time-bound with measurable milestones and outcomes.
 - Justify the number and need for engaging YPs and state the reason why it cannot be done with internally available manpower.
- c. As a norm, one YP is allowed for each field office. However, offices with more than 500 combined sanctioned strength may request for one more, for which detailed justification is to be provided. No such norm is prescribed for functional wings and training institutes, so long as the projects and number of YPs identified are justified.
- d. **Finalization of Requirements:** Requirements from field offices as well as functional wings at Hqrs, both the projects and the number of YPs required, must be approved by the Functional Wing concerned at HQ. For CTIs/RCBKIs/Cs,

KCB Wing will be the functional wing. The HoD of the functional wing will decide on the requirements of Projects and the no. of YPs required for each project.

B. Calling for Applications:

For Field Offices and CTIs/RCBKI/Cs:

- After the projects and the number of YPs are approved by the functional wing, the respective Field Offices/ CTIs/ RCBKI/Cs will independently process the recruitment at their level.
- The office headed by the senior most IA&AS officer in the field offices of the station will float advertisements for all offices of the station requiring YPs in its website/ newspaper, receive applications, conduct the selection process and finalize the selection.
- No centralized advertisement or processing by CB Wing is required for these offices.
- Model template for advertisement and project requirement will be circulated.

For Headquarters:

- After the projects and the number of YPs are received at KCB Wing, KCB Wing will float the advertisement for the required number of YPs for the Functional Wings in Hqrs.
- Applications will be received centrally by the KCB Wing and forwarded to the Functional Wing concerned.

C. Selection Process of Young Professionals

Upon receipt of applications, the field offices/training institutes/ functional wings will shortlist a list of candidates, six times the number of available posts. The shortlisting may be done by a three member committee of Group Officers constituted by the HoD of the field offices/training institutes/ functional wings proposing the project, by comparing the qualifications and work experience of each candidate with the required profile of the project for which each candidate has applied, which will be documented.

For Headquarters: The shortlisted candidates will be interviewed by a three-member committee consisting of DAI (HR) and Head of Functional Wing seeking YPs, with Director/Dy. Director (CB) as the Member Secretary.

For Field Offices/ CTIs/ RCBKI/Cs: The shortlisted candidates will be interviewed by the Selection committee of the station. The selection committee will be a 3 -member committee comprising HODs at the station and will be constituted and headed by the senior most Officer at the station.

For each project, the above committees will shortlist the final candidate(s), along with 2 additional candidates, in order of merit, who are to be kept waitlisted.

D. Approval Procedure:

- Approval of engagement of the selected candidates will be done by the respective HOD of Functional Wing/ CTI/ RCBKI/ RCBKC/ Field Office.
- The project-wise list of final and waitlisted candidates will be sent to the KCB wing by all wings/ offices/ training institutes, for record.
- Financial sanction for the engagement of YPs for Headquarters office/ CTIs/ RCBKIs/ RCBKCs/ field offices will follow the latest DFPR.

E. Timelines:

The seniormost IA&AS officer in the field offices of the station who will coordinate the recruitment will chart a timeline internally so that the entire process is completed in a time period of two months, i.e. May and November each year.

F. Extension:

Extension of the YPs after conclusion of the first year of engagement may be done by the HOD of the office/ functional wing engaging the YP with intimation to K&CB Wing.

G. Exit Process

If, for any reason the YP exits before the end of tenure, or after completion of the tenure, he/she may intimate so to the approving authority. An exit interview shall be conducted for the candidate by the approving authority, a report on which shall be sent to the KCB wing.

Note: This SOP supersedes the previous circular No. 217/Internship/319-2018 dated 25.09.2018, circular dated 06.05.2024, circular dated 20.06.2025 and circular dated 16.09.2025. The procedure is aligned with the strategic human resource planning of 1A&AD and ensures uniformity in the recruitment of temporary project-based personnel.