

**Office of the Comptroller and Auditor General of India  
9, Deen Dayal Upadhyaya Marg, New Delhi  
Knowledge & Capacity Building Wing**

**No. 395/K&CB/F.319-2024**

**Dated: 01/04/2025**

**YOUNG PROFESSIONAL PROGRAMME**

**Subject: Advertisement for Engagement of Young Professionals – Reg.**

A reference is invited to this office notification No. 202/K&CB/F.319-2023 dated 3<sup>rd</sup> May 2024 uploaded on CAG's website (<https://cag.gov.in>)

2. The office of the Comptroller and Auditor General of India invites applications for engaging Young Professionals (YPs) on contract basis for one year (extendable up to a maximum of two years) to work in its functional wings. The Annexures in connection with the said engagement are as under:

- i) The guidelines/Instructions for engagement of Young Professionals is given in **Annexure I**
- ii) Advertisement inviting applications for engagement of Young Professionals with Job Description is given in **Annexure II**
- iii) Application link <https://forms.gle/aykq89pM3TJGgh5v5>

3. Eligible candidates may apply through the above link **on or before 30.04.2025**. Applications sent through any other mode will not be accepted.

Assistant Administrative Officer  
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**YOUNG PROFESSIONAL PROGRAMME**

**Sub: Guidelines/Instructions for engagement of Young Professionals in Office of the Comptroller & Auditor General of India and its field offices:**

**1. General:**

- i) The number of Young Professionals to be engaged by the CAG of India shall depend on the actual requirement from time to time.
- ii) The duration of engagement of Young Professionals under the Young Professional Program (YPP) will initially be for 2 years. Initially for a period of one year extendable up to maximum of two years.
- iii) Graduates/ Post Graduates/ Research Scholars from any discipline, with exceptional analytical and leadership abilities and stellar academic record from recognised and reputed institutions are eligible to apply.
- iv) Preferred additional attributes include skills in Information Technology (IT) & Information and Communication Technology (ICT) with good communication and interpersonal skills. Not more than 30 years of age preferably with some professional experience.
- v) Since YPs will be driving high-priority initiatives in a challenging environment, they should show high-level leadership potential through extra-curricular activities.

**2. Selection Process:**

The selection procedure shall be three-stage: Application Screening, Telephone Interview and Selection Interview.

**3. Terms of reference:**

- i) Heads of Functional Wings at CAG office / Head of the Field office will provide the Terms of Reference, describing the work to be performed by the YPs.
- ii) The terms of reference shall include the functions to be performed and outputs to be delivered. The functions and outputs shall be specific, measurable, attainable, results-based and time-bound.

**4. Other Terms and Conditions**

- i) The Young Professional (YP) shall be subject to the laws of secrecy of the country and will sign a Secrecy and Non-Disclosure Agreement before reporting.
- ii) The engagement will not constitute a regular job or appointment of any nature in the office of CAG of India or the Indian Audit & Accounts Department, nor is it in the

nature of a relationship of employer and employee between the CAG of India and the YP.

- iii) The YP shall neither seek nor accept instructions from any authority outside Office of the CAG of India in connection with the performance of his/her obligations under the engagement. The YP shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his/her obligations under the engagement. During the term of engagement, the YP shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the YP without notice.

**5. Travel, Service Incurred Death, Injury or Illness, Allowances:**

- i) No TA/DA will be paid to the YP for attending the interview.
- ii) No other facilities such as DA, accommodation, residential phone/conveyance/transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible,
- iii) In the event of death, injury or illness of the YP during the term of his/her engagement the YP or the YP's dependents, legal heirs, claimant etc., shall not be entitled to any compensation.

**6. Attendance & Working days:**

The working hours of the professionals shall be same as regular timing of this office. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted Holidays.

**7. Leave:**

The YPs shall be eligible for 8 days leave in a calendar year. The leave shall accrue on completed month basis calculated from the date of joining on pro-rata basis. The YP will not be eligible for remuneration for any absence beyond 8 days in a year. The un-availed leave in a calendar year shall not be carried forward to the next calendar year. The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the 8 days leave.

**8. Remuneration:**

A monthly Remuneration of Rs. 40,000 to Rs. 50,000 (all inclusive) based on qualification and experience, shall be payable to a YP.

**9. Payment:**

The payment will be released by the CAG of India within one week after completion of the month based on the attendance and due certification by the mentor.

**10. Tax Deduction at Source:**

Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment, for which the CAG of India will issue TDS certificate/s. The CAG of India shall not undertake any liability for taxes or other contribution payable by the YP on payments made under this contract.

**11. Termination:**

- i) Unauthorized absence from the project/work for a continuous period of 8 days or without any information or valid reason shall lead to automatic termination of the engagement.
- ii) The CAG of India can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, the YP will be given one month's notice. The YP can also seek for termination of the contract by giving one month's notice.

**12.** The provisions of **Sexual Harassment of Women at Workplace** (Prevention, Prohibition and Redressal) Act, 2013, shall apply.

**13. Training / Onboarding:** - The YPs shall be imparted such Orientation / Training as may be considered necessary.

**14. Return of Materials:**

At the time of completion of engagement period, the YP has to return to the CAG of India all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes, CDs, DVDs. Tapes, and any other material on any media containing or disclosing any confidential or proprietary technical or business information. On completion of the engagement the YP shall also return any keys, pass cards, ID cards or other property belonging to the CAG of India.

**15. References:**

- i) The YPs shall provide integrity certificates from two (02) references known to them preferably from the present Institute or the Institute last attended.
- ii) A self-undertaking shall be provided by the YPs to the effect that he/she has no criminal record or criminal case in any court pending against them.

**16. Mentorship:**

Each YP will be attached to a Mentor, who will be the Head of the functional wing at CAG office/Head of field office.

**17. Appraisal:**

- i) Head of the Functional Wings at CAG office/Head of the Field office will adopt a task force approach and continuously monitor the performance of the YP so that the output is in line with the objectives.
- ii) Annual Performance Assessment of the YPs will be undertaken through an Annual Performance Report by the Head of the Functional Wing/Head of Field Office

**18. Feedback:**

YPs are mandated to give their feedback to the Head of the Functional Wing in CAG office/Head of Field Office on their experience of the program.

**19. Outplacement:**

At the end of engagement, an Experience Certificate/ Recommendatory letter shall be given.

**20. Place of Posting:**

The place of posting will be the CAG's office, New Delhi or any CAG's field office across India.

**21. Program Review / Relaxation:**

Where the CAG of India is of the opinion that it is necessary or expedient to do so, he may by order and for reasons to be recorded in writing, relax any of the provisions of these guideline/Instruction. The CAG of India also reserves the right to review the program at any time. The program so reviewed will be placed on the website of the CAG of India.

**22. Resolution of Disputes:**

Any dispute, controversy or claim between the parties arising out of the contract, or the breach, termination, or invalidity thereof, unless settled amicably, shall be referred to the CAG of India for arbitration. The CAG of India may at his discretion, appoint an arbitrator for the resolution of the dispute. The award of the arbitrator shall be final and binding.

**Advertisement inviting application for engagement of Young Professionals with Job Description**

**Project 1**

1	Project ID	YP-01_NAAA/2024-25
2	Wing	National Academy of Audit & Accounts, Shimla
3	Name of the Project	Development of e-Learning Modules
4	Name of the Post	Young Professional
5	Number of Posts	1 (One)
6	Age limit	Not more than 30 years of age as on 01.04.2025
7	Educational Qualifications	
(a)	Essential	(i) Graduates/ Post Graduates/ Research Scholars from Computer Science/ Computer Applications/ related fields, with exceptional analytical and leadership skills and stellar academic record from recognized and reputed institutions.  (ii) High level leadership potential shown through extra-curricular activities.
(b)	Desirable	(i) Adept in Information Technology (IT) & Information and Communications Technology (ICT) skills.  (ii) Possess good communications and interpersonal skills.  (iii) Preferably with professional experience.
8	Period of Engagement	Initially for one year extendable to a maximum of 2 years.
9	Outline of the tasks to be carried out	(i) Development of audio-visual contents for e-learning modules, course progress and evaluation modules relating to auditing, accounting and entitlement functions and administration;  (ii) Hosting the e-learning modules in an open source platform or the SAI Training portal (in consultation with the Hqrs. K&CB Wing)  (iii) Exploring option for trainee login-based access to e-learning modules (in consultation with the Hqrs. IS Wing) in the NAAA's website

10	Deliverables	<p><b>E-learning modules on</b></p> <ol style="list-style-type: none"> <li>1. Compliance Auditing</li> <li>2. Financial Auditing</li> <li>3. Performance Auditing</li> <li>4. Environmental Auditing</li> <li>5. IT Auditing</li> <li>6. Gender-sensitization in the Workplace RTI Act</li> <li>7. PFMS and IFMS</li> <li>8. Monthly Civil Accounts</li> <li>9. Annual Finance and Appropriation Accounts Natural Resources Accounting (NRA) Statistics for the Auditors</li> <li>10.Data Analysis through IDEA</li> <li>11.Data Visualization through Tableau</li> </ol>
11	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
12	Place of work	The place of work will be National Academy of Audit & Accounts, Shimla.

## **Project 2**

1	Project ID	YP-02_NAAA/2024-25
2	Wing	National Academy of Audit & Accounts, Shimla
3	Name of the Project	Streamlining of training and evaluation of the IA&AS officer trainees (OTs).
4	Name of the Post	Young Professional
5	Number of Posts	1 (One)
6	Age limit	Not more than 30 years of age as on 01.04.2025
7	Educational Qualifications	
(a)	Essential	(i) Graduates/ Post Graduates/ Research Scholars from Computer Science/ Computer Applications/ related fields, with exceptional analytical and leadership skills and stellar academic record from recognized and reputed institutions.  (ii) High level leadership potential shown through extra-curricular activities.
(b)	Desirable	(i) Preferably with professional experience in Software Development. (ii) Adept in Information Technology (IT) & Information and Communications Technology (ICT) skills. (iii) Possess good communications and interpersonal skills.
8	Period of Engagement	Initially for one year extendable to a maximum of 2 years.
9	Outline of the tasks to be carried out	(iv) Development of the software or database management system  (v) Management of all the records in a chronological order to be uploaded by the software or database management system (starting with current batch)  (vi) Testing of the software or database management system
10	Deliverables	One software or Database Management System. Comprising sections like:  a. Course Chronology  b. Trainee Profiles  c. Faculty Profiles  d. Lecture Materials

		<p>e. Office orders in Chronology</p> <p>f. Attachments/Visits to Other Organizations</p> <p>g. Extra-curricular activities in Chronology</p> <p>h. Internal Assessments</p> <p>i. OJT Progress Reports/Weekly Diaries</p> <p>j. Valediction</p>
11	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
12	Place of work	The place of work will be National Academy of Audit & Accounts, Shimla.

### **Project 3**

1	Project ID	YP-03_NAAA/2024-25
2	Wing	National Academy of Audit & Accounts, Shimla
3	Name of the Project	Research on the History of the IA&AD
4	Name of the Post	Young Professional
5	Number of Posts	1 (One)
6	Age limit	Not more than 30 years of age as on 01.04.2025
7	Educational Qualifications	
(a)	Essential	Bachelor's /Master's degree (preferably in International Relations, Diplomacy, Public Policy, Public Administration, Political Science, Economics or History/ Fine Arts) for Young
(b)	Desirable	Experience in a museum. Candidate should have a good working knowledge of technology-based skills on the computer and ability to work on ICT applications. Strong Communication and interpersonal skills. Research experience with evidence of published research work in Archaeology or Arts Degree or Diploma in Museology
8	Period of Engagement	Initially for one year extendable to a maximum of 2 years.
9	Outline of the tasks to be carried out	<ul style="list-style-type: none"> <li>i. Conduct research on IA&amp;AD's history, cultural heritage, and preservation techniques.</li> <li>ii. Create a digital database of museum artefacts, exhibits, and collections.</li> <li>iii. Design, develop, and maintain the museum's website, ensuring user-friendly navigation and updated content,</li> <li>iv. Plan and execute digital marketing strategies, including social media promotion, email marketing, and online advertising.</li> <li>v. Educational Program Development with educational institutes of Shimla/ outside Shimla</li> <li>vi. Collection and documentation of data through collaboration with Archives and field offices of IA&amp;AD ' and identification of archival material/ artefacts for the Museum</li> </ul>

10	Deliverables	<ul style="list-style-type: none"> <li>i. Research Report: A comprehensive report on the history and evolution of the C&amp;AG organization, highlighting its transformation from auditors to keepers of accountability.</li> <li>ii. Digital Archive: A digital repository of historical documents, records, and artifacts related to the IA&amp;AD, ensuring preservation and easy access.</li> <li>iii. Museum Exhibits: Design and development of engaging museum exhibits showcasing the legacy of the institution of C&amp;AG and its contributions to transparency and accountability.</li> <li>iv. Website Content: Development of informative and interactive content for the museum's website, highlighting the C&amp;AG organization's history, mission, and achievements.</li> <li>v. Digital Marketing Strategy: A comprehensive digital marketing plan to promote the museum and its theme, increasing visibility and outreach.</li> </ul>
11	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
12	Place of work	The place of work will be National Academy of Audit & Accounts, Shimla.

## **Project 4**

1	Project ID	YP-04_CP/2024-25
2	Wing	Communication Policy Wing
3	Name of the Project	Digital Documentation of all Press Releases and Newspaper Clippings from 2010-2025.
4	Name of the Post	Young Professional
5	Number of Posts	1 (One)
6	Age Limit	Not more than 30 years of age as on 01.04.2025
7	Educational Qualifications	
(a)	Essential	UG in Journalism and Mass Communication/Library and Information Science
(b)	Preferred	Advance Diploma in Computer Applications/ PG Diploma in Digital Library and Data Management/ One year experience in Journalism/Record Management
8	Period of Engagement	Initially for one year extendable to a maximum of 2 years
9	Outline of the tasks to be carried out	<ol style="list-style-type: none"><li>i. Familiarize and understand the functioning of IA&amp;AD and its media management</li><li>ii. Collect Newspaper and magazine clippings covering audit issues</li><li>iii. Shortlist and finalize the media items of audit</li><li>iv. Document and upload select material</li><li>v. Further shortlist and send the relevant material to CAG Archive and Museum</li></ol>
10	Deliverables	<ol style="list-style-type: none"><li>i. Familiarize and understand the functioning of IA&amp;AD and its media management</li><li>ii. Collect Newspaper and magazine clippings covering audit issues</li><li>iii. Shortlist and finalize the media items of audit</li><li>iv. Document and upload select material</li><li>v. Further shortlist and send the relevant material to CAG Archive and Museum</li></ol>
11	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.

12	Place of work	The place of work will be the O/o The CAG of India, New Delhi.
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## **Project 5**

1	Project ID	YP-05_F&CW/2024-25
2	Wing	Finance & Communication Wing
3	Name of the Project	Framing a dashboard for Union Accounts and assisting in drilling down the data from online applications
4	Name of the Post	Young Professional
5	Number of Posts	1 (One)
6	Age Limit	Not more than 30 years of age as on 01.04.2025
7	Educational Qualifications	
(a)	Essential	Master's degree in Economics, Accounting, Finance or two years PG Diploma in Financial Management or Accounting/CA/ICWA
(b)	Preferred	Students with additional qualifications in Accounts, IT applications and data analytics may be preferred.
8	Period of Engagement	Initially for one year extendable to a maximum of 2 years
9	Outline of the tasks to be carried out	<ul style="list-style-type: none"> <li>i. Identify bottlenecks in preparation of accounts which can be the potential cause of delay in submission of Accounts</li> <li>ii. Making a dashboard for Union Accounts after studying the flow of Government accounts with respect to different sources and usage of funds and its application</li> <li>iii. Study on computerized system for compilation of accounts for achieving the objective of stream lining the process of accounting</li> <li>iv. Suggest ways to conduct audit of Accounts with the help of IT tools as per the approval guidelines, to make it more effective and convenient</li> <li>v. Study of PFMS/e-Lekha and drill down the data from online applications</li> </ul>
10	Deliverables	The dashboard on Union Accounts and use of IT methods to conduct wider and time effective audit.
11	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
12	Place of work	The place of work will be the O/o The CAG of India, New Delhi.

## **Project 6**

1	Project ID	YP-06_F&C/2024-25
2	Wing	O/o Director General of Accounts (Finance & Communication), New Delhi
3	Name of the Project	Technology related audit for Finance & Communication functions of the Govt.
4	Name of the Post	Young Professional
5	Number of Posts	1 (One)
6	Age Limit	Not more than 30 years of age as on 01.04.2025
7	Educational Qualifications	
(a)	Essential	Computer Science engineering from a reputed institution with understanding of DBMS and knowledge of security layers of IT and ICT systems duly skilled with technical background.
(b)	Preferred	(i) Willing to learn new technologies (ii) Good writing and communication skills
8	Period of Engagement	Initially for one year extendable to a maximum of 2 years
9	Outline of the tasks to be carried out	YP would be requested for multiple projects. He /She will produce studies on the Information systems and technology being used in audited entities and provide inputs to audit teams wherever relevant.
10	Deliverables	Audit of technology platforms: (i) Audit reports (ii) ADMs (iii) Specific audit checklists etc.
11	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
12	Place of work	The place of work will be the O/o Director General of Accounts (F&C), New Delhi

## **Project 7**

1	Project ID	YP-07_CRA/2024-25
2	Wing	Customs (CRA) Wing
3	Name of the Project	Research Projects in Trade Agreements, Overall impact of Duty-drawback scheme on exports, Changing Scenario in International Trade etc. & Institutionalizing procedures for development of Digital Audit Report.
4	Name of the Post	Young Professional
5	Number of Posts	2 (Two)
6	Age Limit	Not more than 30 years of age as on 01.04.2025
7	Educational Qualifications	
(a)	Essential	Bachelors / Master's degree in Economics/ International Trade/ Commerce.
(b)	Preferred	Knowledge of Statistical tools/IT skills.
8	Period of Engagement	Initially for one year extendable to a maximum of 2 years
9	Outline of the tasks to be carried out	(i) Analysis of trade and economic data for inclusion in the Audit Reports (ii) Compiling data/information on trade agreements (iii) Background study on possible audit areas (iv) Vetting of separate Audit Report
10	Deliverables	(i) A report on key features and outcomes of International trade agreements of India, including a database of trade agreements. (ii) A Framework for analysis of trade and economic data.
11	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
12	Place of work	The place of work will be the O/o The CAG of India, New Delhi.

## **Project 8**

1	Project ID	YP-8_ED/2024-25
2	Wing	Economic Division
3	Name of the Project	Assistance for work related to Economic Division
4	Name of the Post	Young Professional
5	Number of Posts	1 (One)
6	Age Limit	Not more than 30 years of age as on 01.04.2025
7	Educational Qualifications	
(a)	Essential	Master's degree in Economics/ Business Economics/ Public Finance from recognized University.
(b)	Preferred	(i) Experience in working on economic matters in Central Government/ State Government/ PSU/ Autonomous bodies. (ii) Well versed with economic analysis tools.
8	Period of Engagement	Initially for one year extendable to a maximum of 2 years
9	Outline of the tasks to be carried out	(i) Provide assistance to Additional Economic Adviser in bringing out various economic reports, concepts papers, and analysis. (ii) To summarize and analyze Government of India's reports like economic survey, Union Budget, Finance Commission Reports, etc., for the use of the O/o the CAG and other concerned division in the O/o the CAG. (iii) To do the initial analysis and provide comments on various references received from various divisions of CAG. Some of the regular reports are on FRBM Compliance, Debt Sustainability, other reports having bearing on O/o of the CAG. (iv) To assist Additional Economic Adviser in the examination of Union Government Accounts from economic and audit perspective. (v) To assist Additional Economic Adviser in suggesting improvement/modification from Economic angle in guidelines to prepare SFARS.
10	Deliverables	(i) Preliminary analysis on regular reports and references received from other divisions of O/o the CAG and providing inputs on that. (ii) Trend analysis of accounting and non-accounting data, whenever required.

		(iii) Any other work requiring inputs for economic analysis.
11	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
12	Place of work	The place of work will be the O/o The CAG of India, New Delhi.

## **Project 9**

1	Project ID	YP-9_ED/2024-25
2	Wing	SMU & PPG wings
3	Name of the Project	Collection, compilation and analysis of data on specific subject(s)
4	Name of the Post	Young Professional
5	Number of Posts	2 (Two)
6	Age Limit	Not more than 30 years of age as on 01.04.2025
7	Educational Qualifications	
(a)	Essential	<ul style="list-style-type: none"> <li>• Professional qualification in Computer</li> <li>• Science/Information Technology /Data Analytics</li> <li>• High level of proficiency in data handling, analytics and documentation</li> <li>• Good working knowledge on word processing and worksheet applications</li> </ul>
(b)	Preferred	<ul style="list-style-type: none"> <li>• Excellent presentation and communication skills</li> <li>• Good interpersonal skills</li> <li>• Good analytical skills</li> </ul>
8	Period of Engagement	Initially for one year extendable to a maximum of 2 years
9	Outline of the tasks to be carried out	The task will be mostly to gather and collate data/information as per specific requirement arising front time to time, analyse the data and present it in useful manner.
10	Deliverables	Detailed result and findings of research work carried out on the subject/task assigned from time to time, in proper form, including electronic form wherever required, within the timeframe prescribed.
11	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
12	Place of work	The place of work will be the O/o The CAG of India, New Delhi.

## **Project 10**

1	Project ID	YP-10_ED/2024-25
2	Wing	Legal wing
3	Name of the Project	Development/Managing Web Application for monitoring of Legal Cases of IA&AD.
4	Name of the Post	Young Professional
5	Number of Posts	1 (One)
6	Age Limit	Not more than 30 years of age as on 01.04.2025
7	Educational Qualifications	
(a)	Essential	LLB graduate with IT skills
(b)	Preferred	01 year experience in Legal field and IT Environment.
8	Period of Engagement	Initially for one year extendable to a maximum of 2 years
9	Outline of the tasks to be carried out	To handle development of Web Application for monitoring Legal cases of IAAD.
10	Deliverables	i. Development of Web Application - As per schedule to be agreed with NIC ii. Entering/ updating of data - On regular Real time and as per existing time frame in LIMBS portal
11	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
12	Place of work	The place of work will be the O/o The CAG of India, New Delhi.

### Project 13

1	Project ID	YP-13_ED/2024-25
2	Wing	Report Central wing
3	Name of the Project	Audit of Fertilizer Subsidy
4	Name of the Post	Young Professional
5	Number of Posts	2 (Two)
6	Age Limit	Not more than 30 years of age as on 01.04.2025
7	Educational Qualifications	
(a)	Essential	Expert in costing and pricing mechanism, expertise in data analysis
(b)	Preferred	
8	Period of Engagement	Initially for one year extendable to a maximum of 2 years
9	Outline of the tasks to be carried out	Assisting RC Wing in the audit of fertilizer subsidy
10	Deliverables	
11	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
12	Place of work	The place of work will be the O/o The CAG of India, New Delhi.