

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
10 BAHADUR SHAH ZAFAR MARG
NEW DELHI - 110124

Examination Wing

Circular No. 02 of 2020

No. 32/04-Exam/UN Audit/2019
Dated 03 February 2020

To

Heads of Department of IA&AD offices
(As per e-mail list)

Subject: Online registration for UN Audit Examination 2020

Sir/Madam,

The UN Audit Examination 2020 is scheduled to be held on **25 February 2020**. Online registration of candidates will commence from **06 February 2020**. The last date for registration of candidates is **11 February 2020**. The **Login ID and Password** used at the time of online registration for the SAS/RA/I/CPD-I&II Main Examination 2019 may be used by the Head of the Department (HOD) and Examination Registration Officer (ERO) for accessing the portal for UN Audit Examination 2020. However, if Login ID was not provided earlier, HOD of the office concerned may send a request in this regard by email to dgexam@cag.gov.in.

2. The online Registration Form is divided into three sections – **Section I** Candidate's Profile, **Section II** Examination Particulars and Upload Section (for uploading of documents, photo and signature) and **Section III** ACR/APAR Grading. Section I & III is to be filled in by the office while the candidates are required to fill up Section II and upload the relevant document, their photo and signature. Necessary instructions for online registration along with format of the Registration Form is given in Annexure.

3. The eligibility of the candidates for appearing in the UN Audit Examination 2020 will be based on the approved eligibility criteria notified vide Examination Wing Circular No. 43 of 2019. The ERO will be required to verify and validate the data entered in the online registration form. The HOD should ensure that the candidates recommended fulfill the approved eligibility criteria.

4. If any difficulty is faced during online registration, the office concerned may contact Sr. AO (Exam) over phone (011-23236510 / 9007150900). Major problem, if any, should be brought to the notice of DG (Exam) immediately.

5. Receipt of this circular may please be acknowledged by email to examsection@cag.gov.in

Encl: As above

Yours faithfully,



(Manish Kumar)

Director General (Exam)

Steps involved in Online Registration for UN Audit Examination 2020

Step 1

This step will be called Pre-registration, in which ERO of the office concerned will login using his/her Login ID and Password and fill up **Section I** of the Registration Form to generate Login ID and OTP for each candidate. The system generated Login ID and OTP will be received by the candidates through SMS and email.

Step 2

At this step the candidate will login and check Section I of the Registration Form which will be pre-filled. If the candidate agrees with the data filled in by the office, he/she should proceed further to fill up **Section II** of the Registration Form, **upload** the relevant document (PDF), his/her photo and signature and submit the form. Candidates may be advised to check the particulars thoroughly and upload all necessary documents/photo/signature before clicking the SUBMIT button. No edit option will be available after submission of the form.

Step 3

After online submission by the candidates, the ERO concerned will login and verify the filled in Registration Form to check the data entered therein. In case of mismatch with service records and other relevant records, necessary correction can be made using the EDIT option. If the ERO is satisfied regarding eligibility of the candidate to appear in the examination concerned and correctness of the data entered in the Registration Form, he/she will fill up **Section III** of the Registration Form i.e. ACR/APAR Grading and validate the candidature using the VALIDATE option. Printout of the filled in form and uploaded document should be taken at this stage for office record.

Step 4

HOD of the office concerned will login at this stage using his/her Login ID and password and approve/disapprove the candidature. Check box will appear against the name of each candidate for this purpose.

Note:

Online registration for UN Audit Examination 2020 in case of all officials, including those on deputation, is required to be done through the Head of the Department of the IA&AD office that recommends his/her name. In case of the officials posted in Headquarters' Office, online registration may be done through the Director (Personnel).

UN AUDIT EXAMINATION 2020

LOGIN ID	GENERATED BY SYSTEM
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REGISTRATION FORM – SECTION I (TO BE FILLED BY OFFICE)

CANDIDATE'S FULL NAME		PAN	
DATE OF BIRTH		AGE AS ON 01.01.2020	
GENDER	▼	CATEGORY	▼
PARENT OFFICE	▼	PRESENT OFFICE	▼
DESIGNATION	ASSTT AUDIT OFFICER / ASSTT ACCOUNTS OFFICER / SR AUDIT OFFICER / SR ACCOUNTS OFFICER ▼	COMMERCIAL	YES / NO ▼
PLACE OF POSTING		TEST CITY	New Delhi/ Mumbai/ Kolkata/ Chennai/ Bengaluru/ Hyderabad/ Guwahati
EMAIL ADDRESS		MOBILE NUMBER	

REGISTRATION FORM – SECTION II (TO BE FILLED BY CANDIDATE)

EDUCATIONAL QUALIFICATION		PROFESSIONAL QUALIFICATION	
DATE OF ENTRY INTO GOVT. SERVICE		DATE OF ENTRY IN IA & AD	
MONTH & YEAR OF PASSING SOGE/ SAS EXAMINATION	MM-YYYY	BRANCH IN WHICH PASSED SOGE/ SAS EXAMINATION	Civil Accounts/ Civil Audit/ Commercial Audit/ Railway Audit/ Defence Audit/ P&T Audit/ Local Audit ▼
DATE OF PROMOTION AS SO/AAO		DATE OF PROMOTION AS AO/SAO	
NUMBER OF YEARS COMPLETED IN THE GRADE AS ON 1.1.2020 SO/AAO		NUMBER OF YEARS COMPLETED IN THE GRADE AS ON 1.1.2020 AO/SAO	
PROFICIENCY IN COMPUTER		PRESENT BASIC PAY (IN RUPEES)	
ANY OTHER INFORMATION			

*Date of promotion as SO may indicated by the officials who were promoted as Section Officer.

**Date of promotion as AO may indicated by the officials who were promoted as Audit Officer/ Accounts Officer.

Note: DETAILS OF EXPERIENCE AND POSTS HELD SHOULD BE GIVEN IN A SEPARATE SHEET DULY SIGNED (UPLOAD PDF)

DETAILS OF PREVIOUS FOREIGN ASSIGNMENTS

(DEPUTATION/ FOREIGN SERVICE/ POSING ABROAD/UN AUDIT/ EMBASSY AUDIT)

NATURE OF FOREIGN ASSIGNMENT(S)	FROM	TO	CITY & COUNTRY	ORGANISATION	POST HELD

DOCUMENTS AND PHOTOGRAPH UPLOAD	
DOCUMENTS	UPLOADED (PDF)
PHOTOGRAPH	UPLOADED (JPG)
SIGNATURE	UPLOADED (JPG)

☐ I HEREBY DECLARE THAT THE PARTICULARS FURNISHED IN THIS REGISTRATION FORM ARE CORRECT TO THE BEST OF MY KNOWLEDGE. I HAVE VERIFIED MY ELIGIBILITY TO APPLY FOR THE UN AUDIT EXAMINATION 2020. I UNDERSTAND THAT MY CANDIDATURE MAY BE CANCELLED IN CASE THE INFORMATION FURNISHED IN THIS FORM IS FOUND TO BE INCOMPLETE/INCORRECT/FALSE AT ANY STAGE. I FURTHER DECLARE THAT I SHALL ABIDE BY THE APPLICABLE RULES/DIRECTIONS/INSTRUCTIONS OF THE CAG.

REGISTRATION FORM – SECTION III (TO BE FILLED BY OFFICE)

APAR/ACR Grading for the last available five years of the SAOs/AOs/AOs recommended for empanelment for the UN Audit assignment

Year	Designation	ACR/APAR Grading	
			Delete

[Add row](#)

Remarks	
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Note

1. If any of the ACRs/APARs for the years 2018-19 to 2014-15 are not available, the same for 2012-13/ 2013-14 may be given.
2. If there are more than one ACR/APAR for a year, the grading should be indicated separately within relevant column.

CERTIFICATE OF HEAD OF THE DEPARTMENT

☐ The information given in the Registration Forms have been verified and found correct. The officers recommended are clear from vigilance/disciplinary angle in terms of the approved eligibility criteria notified vide Examination Wing Circular No. 43 of 2019 and are eligible to appear in the UN Audit Examination 2020.