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

No.1169 –Staff (App)-I/05-2020/Vol. I Dated: 21/09/2021

To

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

Subject: Filling up the posts of AAO and Sr. Auditor/Sr. Accountant on deputation basis-regarding.

Sir / Madam,

I am directed to intimate that the National Technical Research Organisation (NTRO) New Delhi has intimated to fill up the following posts on deputation basis. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

02. The eligibility conditions are as under:-

uz.	The engive	иу сопишонь	are as unaer:-
S.	Name of the	Level in	Eligibility/experience
No.	post	pay matrix	
1.	Asstt. Accounts	Level-8	i. Asstt. Accounts Officer/ Asstt. Audit
	Officer/ Asstt.		Officer; or
:	Audit Officer	*	ii. Sr. Auditor/Sr. Accountant with six years
			regular service in the cadre; and
			Possessing any one of the following
			qualification:-
			i. passed in the SAS examination.
ļ			ii. Training in the Cash and Accounts work in
	••••••••		the Institute of Secretarial Training and
			Management or equivalent training course and
			a minimum of four years experience in Cash,
		a • • • • • • • • • • • • • • • • • • •	Audit, Accounts and Budget work.
2.	Sr. Accountant/	Level-6	Sr. Auditor/Sr. Accountant; and
	Sr. Auditor		Who have undergone training in cash, audit,
			accounts work in the Institute of Secretarial
			Training and Management or equivalent
			course and possessing two years experience of
			cash, audit, accounts and budget work.

- 03. Officials on deputation are entitled for a Special Allowance of 20% of the Basic Pay every month. No deputation duty allowance will be paid.
- 04. 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 Administrative Officer on deputation basis. The recommendations accompanied with the following documents / certificates may kindly be sent to the <u>Asstt.</u> <u>Comptroller and Auditor General (N)-I latest by 04/10/2021</u>.

- i. Bio-data (2 copies) in the enclosed prescribed proforma;
- ii.Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested on each page and
- iii.Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty during last 10 years.
- 05. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently.
- 06. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in AAO/Sr. Auditor/Sr. Accountant cadres may specifically be indicated in the forwarding letter.

Yours faithfully,

Encls:-As above.

(R. K. Tiwari)

Sr. Administrative Officer (App)-I

ANNEXURE-I

BIO-DATA/CURRICULUM VITAE PROFORMA

For the post of Senior Accountant / Senior Auditor on DEPUTATION BASIS

(Please affix a recent passport size colour photograph)

Re	eference No: V(A)/16/03/Pers-R1/NTRO/2021	Post applied for: Senior Accountant / Senior Auditor
1.	Name and Address (in Block Letters)	
	Contact No : Email ID :	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into Government service	***************************************
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Education and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer (to be mentioned by the applicant clearly)
	Essential	Essential
	(A) (i) Senior Secretariat Assistant of Central Secretariat Clerical Service in level-4 in the pay matrix with eight years of regular service in the grade; and (ii) who have undergone training in cash and accounts work in the Institute of Secretarial Training and Management or equivalent; and (iii) two years of experience of cash, audit, accounts and budget work; or,	
•	(B) Officers under the Central Government: - (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with six years regular service in level-5 in the pay matrix in the parent cadre or department; and Who have undergone training in cash, audit and accounts work in the Institute of Secretarial Training and Management or equivalent course and possessing two years' experience of cash, audit, accounts and budget work.	



6.	entries made by	Please state clearly whether in the light of entries made by you above, you meet the equisite Essential Qualifications and work					
	experience of the post.						
	Note: Borrowing relevant Essentia	Department I Qualificatio	ns/Work experi	ence posses	ific comment ses by the C	s/ vie	ews confirming the late (as indicated in
-	the Bio-data) with	reference to	the post applie	d <u>.</u>			
7.	signature, if the s	nent, in chrono	ological order, En	close a sepa	rate sheet du	ly <u>aut</u>	henticated by your
	Office/institution	Post held	From	То	Level in the F)av	Nature of Duties (in
		on regular basis	·	10	Matrix of the held on regul	post	detail) highlighting experience required for the post applied for
			Wellish the transfer				
,							
, .	ortant: Level in	the Pay Matrix	granted under A	CP/MACP an	e personal to t	he offi	icer and therefore,
Snou he m	ld not be mentioned entioned therein. De	In the above to	able. Only Level	In the Pay Ma	atrix of the pos	t held	on regular basis to
been	drawn by the Candi	date may be i	indicated as belo	M. HETAGEHE	e Pay Mailix w	neres	such benefits have
2001	arann of are early	aato, may bo	inaloatoa ao bolo	**1	•		
Office	e/institution		Pay Matrix		From		To
		under ACP	/MACP Scheme				
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8.	Nature of present	t omployment	in Ad hon o	<u> </u>	10000d=00-10000d0		
0,	Temporary or Quas			[
9.	romporary or dual	or r ormanont	or pormanone				W-194
	In case the present	t employment	is held on deputa	ation/ contract	basis please	state-	
	a) The date of	b) Period o	f appointment or	c) Name o	of the parent	d) N	ame of the post and
	initial appointment	deputation/	contract.		anisation to		of the post held in
				which the	applicant		stantive capacity in
				belongs	•	the	parent organisation.
	Note: In case of of	ficers already	on deputation, t	ne application	s of such offic	ers sh	nould be forwarded by
	the parent cadre/D	epartment alo	ng with Cadre Cl	earance, Vigil	lance Clearan	ce and	d Integrity certificate.
							a person is holding a
	post on deputation cadre/organisation		adre/organisation	ı dut still main	taining a lien i	n his j	parent

{Senior Accountant / Senior Auditor} Page ${\bf 3}$ of ${\bf 5}$

10.	If any post held on Deputat	ion in the pas	t by the		
	applicant, date of return from	m the last der	outation		**************************************
	and other details	•			
11.	Additional details about p	resent			
	employment:				
	Please state whether working	na under (indi	icate		
	the name of your employer				
Ì	column)	agamot the re	MOVALIL		
	a) Central Governm	nant		•	
	b) State Governme				3. 2. 2.
	c) Autonomous Org				
	d) Government Und				
	e) Universities	-			
40	f) Others			44.00	
12.	Please state whether you				
	same department and are in	n the feeder g	rade or		•
	feeder to feeder grade.		***************************************		
13.	Are you in revised Scale of				
	date from which the revisior		and also		
	indicate the pre-revised sca				
14.	Total emoluments per month r	now drawn			
	Basic Pay		Level in the P	ay Matrix	Total Emoluments
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15	In case the applicant helon	uge to an org	anication which is	not following the Con	trol Covernment Day
15.	In case the applicant belor scale, the latest salary issue				
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{Senior Accountant / Senior Auditor} Page 4 of 5

		T
	(B) Achievements:	
	The candidates are requested to indicate information with	
1 1	regard to:	
1	(i) Research publications and reports and special projects	
1	(ii) Awards/Scholarships/Official Appreciation	
	(iii) Affiliation with the professional	-
	bodies/institutions/societies and;	
	(iv) Patents registered in own name or achieved for the	
	organisation	
	(iv) Any research /innovative measure involving official	
	recognition (vi) any other information.	
	(Note: Enclose a separate sheet duly signed, if the	
1 1	space is insufficient)	
Essent the time	I have carefully gone through the vacancy circular/adversation furnished in the Bio data / Curriculum Vitae duly subtial Qualification/ Work Experience submitted by me will also be of selection for the post. The information / details provide by bulledge and no material fact having a bearing on my selection.	upported by the documents in respect of be assessed by the Selection Committee at d by me are correct and true to the best of
Date _		(Signature of the candidate)
	Ac	ddress

ANNEXURE-II

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

۷.	Also certified that:
j)	There is no vigilance or disciplinary case pending/contemplated against Shri/Smt
i)	His/ Her integrity is certified.
ii)	His/ Her APAR dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
v)	No major/ minor penalty has been imposed on him/her during the last 10 years Or A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).
	Countersigned
	(Employer/Cadre Controlling Authority with Seal)

ANNEXURE-I

BIO-DATA/CURRICULUM VITAE PROFORMA

For the post of Assistant Accounts Officer / Assistant Audit Officer on DEPUTATION BASIS

(Please affix a recent passport size colour photograph)

	Post applied for: Assistant Accounts Officer / Assistant Audit Officer
Name and Address (in Block Letters)	
Contact No : Email ID :	
Date of Birth (in Christian era)	
i) Date of entry into Government service	
ii) Date of retirement under Central/State Government Rules	
Educational Qualifications	
Whether Education and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer (to be mentioned by the applicant clearly)
Essential	Essential
 a. Officers under the Central Government: i. Holding analogous posts on regular basis in the parent cadre or department; or ii. With six years regular service in Level-6 in the pay matrix or equivalent in the parent cadre or department; and 	
 b. Possessing any one of the following qualifications:- Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organized Accounts Departments of the Central Government; or Training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course and a minimum of four years' experience in Cash, Audit, Accounts and Budget work. 	
	Contact No: Email ID: Date of Birth (in Christian era) i) Date of entry into Government service ii) Date of retirement under Central/State Government Rules Educational Qualifications Whether Education and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) Qualifications/Experience required as mentioned in the advertisement/vacancy circular Essential a. Officers under the Central Government: i. Holding analogous posts on regular basis in the parent cadre or department; or ii. With six years regular service in Level-6 in the pay matrix or equivalent in the parent cadre or department; and b. Possessing any one of the following qualifications:- i. Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organized Accounts Departments of the Central Government; or ii. Training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course and a minimum of four years' experience in Cash, Audit, Accounts



6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post. Note: Borrowing Department are to provide their specific comments/ views confirming the specific comments and the specific comments are to provide their specific comments.						
	relevant Essentia the Bio-data) with	I Qualificatio ≀reference to	ns/Work experient the post applied	ence posses d.	ses by the (Candid	late (as indicated in
7.	signature, if the s	nent, in chrono pace below is	ological order, En s insufficient.	close a sepa	rate sheet du	ıly <u>aut</u>	henticated by your
	Office/institution	Post held on regular basis	From	То	Level in the I Matrix of the held on regu basis	post	Nature of Duties (in detail) highlighting experience required for the post applied for
					T THE COLLEGE		
shou be m been	ild not be mentioned lentioned therein. De lentioned therein. De lentioned the Candid	in the above to tails of ACP/Nate, may be i	able. Only Level MACP with preser ndicated as belov	in the Pay Ma nt Level in the	atrix of the pos	st held	cer and therefore, on regular basis to such benefits have
Offic	e/institution		Pay Matrix /MACP Scheme		From		То
8.	Nature of present Temporary or Quas	employment i-Permanent o	i.e. Ad hoc or or permanent				
9.	In case the present	employment i	s held on deputa	tion/ contract	basis please	state-	
	a) The date of initial appointment	b) Period of deputation/	f appointment on contract.	c) Name of office/orgal which the a belongs		pay o	ame of the post and of the post held in tantive capacity in parent organisation.
					Val.		
	Natar la account of						
w a AWAWAY	the parent cadre/De	partment alor nder Column	ng with Cadre Cle 9(c) & (d) above	arance, Vigila must be giver	ance Clearand in all cases in	ce and where	a person is holding a

10.	If any post held on Deputat	ion in th	ne past by the			
	applicant, date of return from the last deputation					
	and other details		ar a apatanor,			
11.	Additional details about p	resent				· · · · · · · · · · · · · · · · · · ·
	employment:	•				
	Please state whether worki	na unde	er (indicate			
	the name of your employer	-	•			
	column)	agains	t the televallt		·	
	a) Central Governn	nent				
	b) State Governme	ent				
	c) Autonomous Org					
	d) Government Und	dertakin	ıg			
	e) Universities f) Others					
12.	Please state whether you	Oro W	rorking in the			
1.44	same department and are in		-			
	feeder to feeder grade.	11 1110 10	eder grade or			
13.	Are you in revised Scale of	Pay? If	f yes, give the			
	date from which the revision		· -			
	indicate the pre-revised sca					
14.	Total emoluments per month r	now drav	wn			
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	Basic Pay	***************************************	L	evel in the Pa	ay Matrix	Total Emoluments
				4.4		

15	In case the applicant belon	nge to r	an organisation	which ic r	ot following the Con	tral Cava-va-t Da
15.	In case the applicant belor scale, the latest salary issue	ngs to a	an organisation	which is r	ot following the Cen	tral Government Pay-
15.	scale, the latest salary issue	ed by th	e organisation	showing the	e following details mag	tral Government Pay- y be enclosed.
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{Assistant Accounts Officer / Assistant Audit Officer} Page 4 of 5

	(B) Achievements: The candidates are requested to indicate information with	
	regard to:	
	(i) Research publications and reports and special projects	
	(ii) Awards/Scholarships/Official Appreciation	
	(iii) Affiliation with the professional	
	bodies/institutions/societies and;	
	(iv) Patents registered in own name or achieved for the	
	organisation	
	(iv) Any research /innovative measure involving official recognition (vi) any other information.	
	(Note: Enclose a separate sheet duly signed, if the	·
	space is insufficient).	
Esse the ti	mation furnished in the Bio data / Curriculum Vitae duly supportion for the post. The information / details provided by me will also be me of selection for the post. The information / details provided by me and no material fact having a bearing on my selection by the control of the post.	assessed by the Selection Committee at by me are correct and true to the best of
		(Signature of the candidate)
Date		
	Addı	ess
0		

ANNEXURE-II

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2.	Also certified that:
i)	There is no vigilance or disciplinary case pending/contemplated against Shri/Smt
ii)	His/ Her integrity is certified.
iii)	His/ Her APAR dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
iv)	No major/ minor penalty has been imposed on him/her during the last 10 years Or A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).
	Countersigned
	(Employer/Cadre Controlling Authority with Seal)