

**OFFICE OF THE DIRECTOR GENERAL OF AUDIT
ENVIRONMENT & SCIENTIFIC DEPARTMENTS
NEW DELHI-110 002**

No. DGA (E&SD)/Admn II/P.T.D.A./SAS(A&E) /2019-20/2020-22/ 68-111

Dated: 14/01/2022

To,

**The Heads of Department
(A&E Offices of the IA&AD)**

Subject: - Deputation of SAS (Civil Audit) examination passed officials to the post of Asst. Audit Officer in Civil Audit Officers-regarding.

Sir/Madam,

In reference to Hdqrs. Office letter No. 1524-Staff (APP)-1/04-2021/Vol. I dated 30.12.2021, applications are invited through proper channel for filling up vacancies in the cadre of AAO on deputation basis who have been declared pass in the SAS (Civil Audit) Main Examination 2021 held in August 2021. These officials alongwith other A&E officials who had passed the SAS (Civil Audit) examination held prior to August 2021 and not on deputation in the civil audit offices may apply for deputation to the post of Assistant Audit Officer in the O/o DGA (E&SD), New Delhi, who is the cadre controlling authority of Kolkata & Mumbai Branch Offices. Bifurcation of vacancies in the cadre are given shown below: -

Mumbai Cadre		
Branch office	Name of the Post	No. of Post to be filled
Mumbai	AAO	09
Bangalore	AAO	07
Chennai	AAO	05

Kolkata Cadre		
Branch office	Name of the Post	No. of Post to be filled
Kolkata	AAO	Nil

Further:

(i) Your office is requested to give wide publicity to the demand by circulating these amongst the eligible officials and through notice boards by 04.02.2022.

(ii) The applications of the interested and eligible officials may be forwarded to the O/o the DGA(E&SD) Mumbai Branch Office (For Mumbai, Chennai and Bangalore Branch Offices, applicant may choose branch as per his/her convenience). However, the applications of such officials who have already attained the age of 56

years or against whom the disciplinary proceedings/Court cases are pending/contemplated or who are undergoing major/minor penalty may not be forwarded to this office.

(iii) The process of forwarding the applications along with the complete set of APARs for the last 05 years should be completed by the A&E Offices before 28.02.2022.

(iv) The applications of the SAS (Civil Audit) examination passed officials must be through proper channel only.

(v) In case, this office receives more applications than the number of vacancies proposed to be filled up through deputation, the cases of deputation may be considered on seniority basis, if otherwise found fit.

(vi) Your office will relieve the candidates on their selection.

The application of the interested and eligible officials whose age is less than 56 years may please be forwarded to **the Director, O/o the Director General of Audit (E&SD), Mumbai Branch, 3rd Floor, Nou Bhavan, R K Marg, Ballard Estate Mumbai- 400001** (for Mumbai, Bangalore & Chennai Branch offices) alongwith APARs for the last five years (each & every page should be attested), composite statement of Cadre Clearance/Integrity Certificate/Vigilance Certificate and revised Bio-Data/Curriculum Vitae (CV) (in original and duly attested) through the Head of office on or before 28.02.2022.

Yours faithfully,

Encl. As above


Director (Admn)

Copy to:

1. Asstt. Comptroller & Auditor General (N), O/o the Comptroller and Auditor General of India, New Delhi
2. Director, O/o the Director General of Audit Environment & Scientific Departments, Mumbai Branch 3rd Floor, Nou Bhavan, R K Marg, Ballard Estate Mumbai- 400001, with the request that the applications received are to be sent for DGA's approval after duly scrutinizing the candidature of eligible candidates alongwith documents as per vacancy position.
3. Director, O/o the Director General of Audit Environment & Scientific Departments, Kolkata Branch 2 M.S.O. Building 6th Floor, Nizam Palace, 234/4 A.J.C. Bose Road, Kolkata- 700 020 for information.
4. Notice Board.


Director (Admn)

ANNEXURE-I

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications 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
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			

If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

14. Total emoluments per month now drawn

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.
(This among other things may provide information with regard to (i) additional academic qualifications (ii)

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(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 organization (v) Any research/ innovative measure involving official recognition vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____



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 CR Dossier in original is enclosed/photocopies of the ACRs 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)