



लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth and Public Interest

International Centre for Information Systems & Audit

International Training Centre of Comptroller & Auditor General of India
www.icisa.cag.gov.in

No.Admn-i-Est10DepM/7/2019-Admn/ 112

Date: 26.07.2022

To

All IA&AD Offices
(As per mailing list)

Subject: Filling up of vacancies at iCISA on deputation basis.

Sir/ Madam,

Applications are invited for available vacancies to be filled on deputation basis at International Centre for Information Systems and Audit (iCISA), NOIDA as detailed below:

Sl. No.	Post	No. of Posts	Pay Level
1.	Assistant Administrative Officer	02	Level – 8
2.	Supervisor/Asst. Supervisor/Sr. Auditor/ Sr. Accountant/Auditor/Accountant	01	Level-7/6/5

1. Tenure of Deputation period will be initially for 3 years subject to satisfactory service which may be extended for further tenure.
2. For the purpose of Transport Allowance, Noida is regulated as per rates applicable to 'Other places' in terms of Ministry of Finance O.M. No. 21(2)/2008-E.II(B) dated 29.08.2008 and subsequent O.M. No. 21(2)/2015-E.II(B) dated 06.08.2015.
3. Preference will be given to the applicants who have prior work experience in training institutes/ centers.
4. Candidates appearing for examinations outside IA&AD will not be considered for the said deputation.
5. The applicants who have already applied earlier may also submit fresh application.
6. The essential and desirable qualifications is annexed (Annexure-I). The Names of willing officials satisfying the essential and desirable qualifications may please be forwarded through cadre controlling authority along with the Bio-Data (Annexure II) and the abstracts of APARs/ACRs for the previous years (Annexure-III) to this office latest by 16.08.2022.
7. Priority will be given to the official/staff working at iCISA in allotment of residential quarters within the campus, subject to its availability.

Enclosure: Annexures – I to III

Hansha
Director (Admn)
iCISA, Noida

ANNEXURE – I

Essential and desirable experience and qualification for the deputation

Post	Qualification
Assistant Administrative Officer (02)	<p>Essential</p> <ul style="list-style-type: none">• Applicants should be holding analogous post or has passed SAS examination.• The age of the applicant should not exceed 56 years on the closing date of receipt of applications.• Applicant can be from any office under IA&AD. <p>Desirable/ Preferable</p> <ul style="list-style-type: none">• Preference may be given to candidates having professional certifications/IT qualifications/Technical qualifications/IT Experience and those comfortable in using IT systems
Asst. Supervisor/Sr. Auditor/ Sr. Accountant/ Auditor/Accountant (01)	<ul style="list-style-type: none">• Applicants should be holding analogous post.• The age of the applicant should not exceed 56 years on the closing date of receipt of applications.• Applicant can be from any office under IA&AD. <p>Desirable/ Preferable</p> <ul style="list-style-type: none">• Preference may be given to candidates having professional certifications/IT qualifications/Technical qualifications/IT Experience and those comfortable in using IT systems.

ANNEXURE-II

Proforma regarding the bio-data of the applicant

1. Name	
2. Designation	
3. (i) Date of birth and (ii) Age as on 01.06.2022	
4. Qualification (i) Educational (ii) Professional	
5. Office to which belongs (i) Parent Office (ii) Office and station in which working at present	
6. Whether belongs to SC/ST. If yes please mention category	Yes/No
7. Date of entry into Govt. Service	
8. Date of entry in IA&AD	
9. Present Pay & Level	
10. Detailed experience and posts held (Attach separate sheet giving details under this column, duly signed.)	
11. Proficiency in Computers (Details may be given)	
12. Contact details (Phone/Mobile No. & email address)	Phone/Mobile No.: Email address:
13. Any other information	

The information furnished above are correct to the best of my knowledge.

Dated signature of the candidate

Annexure – III

ABSTRACTS OF APARs/ACRs in respect of (Name of the candidate)

2021-22	2020-21	2019-20	2018-19	2017-18

It is certified that:

- (i) I have verified the grading from the original APARs and found correct
- (ii) No vigilance or disciplinary case is either pending or contemplated against the above officials. No major penalty has been imposed on the above officials in the past.

Date:

Sr. AO (Admn.)*

Place: -----

O/o-----