



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.२०४: Admn-i-Est10DepM/4/2022-Admn (efile 72968)
Dated: 10.10.2022

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 anticipated/available vacancies for the following posts 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.	Senior Administrative Officer	02	Level – 10/11

1. Tenure of Deputation period will be initially for one (01) year which can be extended to three (03) years or more subject to suitability/performance after following extent/rules and orders.
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. Priority will be given to the official/staff working at iCISA in allotment of residential quarters within the campus, subject to its availability.
4. Candidates appearing for examinations outside IA&AD will not be considered for the said deputation.
5. 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 28.10.2022.

Enclosure: Annexures – I to III

Hansha
Director (Admn)
iCISA, Noida.

ANNEXURE – I

Essential and desirable experience and qualification for the deputation

Post	Qualification
Senior Administrative Officer (02)	<p data-bbox="776 433 894 467">Essential</p> <ul data-bbox="824 517 1409 848" style="list-style-type: none"><li data-bbox="824 517 1409 630">• Applicants should be holding analogous post and having at least 5 (five) Year service as AAO.<li data-bbox="824 648 1409 762">• The age of the applicant should not exceed 56 years on the closing date of receipt of applications.<li data-bbox="824 780 1409 848">• Applicant can be from any office under IA&AD. <p data-bbox="776 857 1040 891">Desirable/ Preferable</p> <ul data-bbox="824 941 1409 1145" style="list-style-type: none"><li data-bbox="824 941 1409 1145">• 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 Compute: (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-----