



International Centre for Information Systems & Audit

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

फ़ाइल सं:- Admn-i-Est10DepM/4/2022-Admn/(efile72968) / 8
To

दिनांक :- 30.05.2023

All IA&AD Offices
(As per mailing list)

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

Applications are invited for anticipated/available vacancies for 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 Post	Pay Level
1.	Sr. Administrative Officer	03* (includes 01 anticipated vacancy)	Level 10/11

1. Tenure of Deputation period will be initially of 1 (One) year which can be extended to (03) three years or more subject to suitability/performance after following extant rules and orders. service at iCISA 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. 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 deputation to iCISA.
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 last three years (Annexure-III) to this office latest by 16.06.2023.

Enclosed: Annexure – I to III

Hansha
Director (Admn),
iCISA Noida

ANNEXURE – I

Essential and desirable experience and qualification for the deputation

Post	Qualification
Senior Administrative Officer (As per Notice)	<p data-bbox="746 427 874 456"><i>Essential</i></p> <ul data-bbox="799 465 1390 667" style="list-style-type: none"><li data-bbox="799 465 1390 584">• The age of the applicant should not exceed 56 years on the closing date of receipt of applications.<li data-bbox="799 593 1390 667">• Applicant can be from any office under IA&AD. <p data-bbox="746 712 1034 741"><i>Desirable/ Preferable</i></p> <ul data-bbox="799 750 1390 952" style="list-style-type: none"><li data-bbox="799 750 1390 952">• Preference will 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 01.06.2023	
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)

2022-23*	2021-22	2020-21	2019-20	2018-19	2017-18

*If available

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-----