



International Centre for Information Systems & Audit

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

No. iCISA/Admn-I-Est10DepM/4/efile(72968)/15

Dated: 20.06.2023

To

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	Pay Level
1.	Assistant Administrative Officer	Level 8/9

1. Tenure of Deputation period will be initially of 3 (Three) years which can be extended subject to suitability/performance after following extant rules and orders for further tenure.
2. Candidates appearing for examinations outside IA&AD will not be considered for deputation to iCISA.
3. Pay and Allowances would be regulated as per the applicable extant rules.
4. 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 **08.07.2023**.

Enclosed: Annexure – I to III

Hansha

**Director (Admn),
iCISA Noida**

ANNEXURE – I

Essential and desirable experience and qualification for the deputation

Post	Qualification
Assistant Administrative Officer (As per Notice)	<p><i>Essential</i></p> <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 should be Graduate in any discipline.• Applicant can be from any office under IA&AD. <p><i>Desirable/ Preferable</i></p> <ul style="list-style-type: none">• 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 01.07.2023	
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-----