



No. Admn/Audit/Deputation/SAO/2023-24/3306

Dated:07.11.2023

To

**All Head of the Department (in the IA&AD)**  
Audit Offices only (Except Overseas Audit Offices)

Subject: Filling up of vacant posts of **Sr. Audit Officer (Civil)** on deputation basis-  
regarding

Sir/Madam,

Office of the **Pr. Accountant General (Audit), Himachal Pradesh, Shimla** intends to fill up vacant posts in the cadre of Sr. Audit Officer (Civil) in Level-10/11 of pay matrix of CCS (RP) Rules, 2016 by transfer on deputation amongst officers possessing the following eligibility and qualification: -

Sr. No.	Name of Post	Eligibility criteria and Terms & Conditions
1	Sr. Audit Officer (Civil)	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"><li>Applicants should be holding analogous post of Sr. Audit Officer in Level 10/11 of Pay Matrix.</li><li>The age of the applicants should not exceed 56 years on the closing date of receipt of applications.</li></ul> <p><b><u>Desirable/Preferable</u></b></p> <ul style="list-style-type: none"><li>Preference may be given to candidates having professional certifications/IT qualifications/ Technical qualifications/IT experience and those comfortable in using IT systems.</li></ul>

- The initial period of deputation will be of one year and may be extended thereafter subject to his/her continued suitability and administrative convenience. The deputation will be governed by the terms and conditions laid down in Hqrs. Office Circular No. 900/GE II/59-2002 dated 12.08.2002 and Government of India, Ministry of Personnel, Public Grievances and Pensions O.M. No. 6/8/2009-Estt(Pay II) dated 17.06.2010 and subsequently amended from time to time.
- Panel upto panel year 2024 regarding promotion of eligible Asstt. Audit Officers to the post of Sr. Audit Officer (Civil) is pending for approval with Hqrs. office / Union Public Service Commission. On approval of the panel and promotion of eligible AAO to the post of Sr. Audit Officer (Civil), the Sr. Audit Officer taken on deputation may be repatriated to his/her parent office if no vacant posts are available in the cadre of Sr. Audit Officer (Civil) at that time.
- The officers working on deputation basis shall not have right for absorption in any post in this office.
- This office reserves the right to repatriate the officer on deputation at any time if his/her performance is found unsatisfactory.



- While working in this office, the selected officer will receive admissible deputation (Duty) allowance in accordance with the prevalent rules.
- Willing officers may submit their application through proper channel alongwith copies of APARs for the last 05 years, Vigilance Clearance Certificate to the effect that no disciplinary/ court/vigilance case is either pending or contemplated against the applicant and Bio data in the proforma prescribed **latest by 06 .12.2023 to the official email id of this office i.e. [agauhimachalpradesh@cag.gov.in](mailto:agauhimachalpradesh@cag.gov.in).**

Issues with the approval of Pr. Accountant General.

Yours faithfully

  
**Deputy Accountant General (Admn)**

**BIO DATA**

1.	Name	
2.	Designation	
3.	Date of Birth	
4.	Permanent Address	
5.	Qualification i. Educational: ii. Professional:	
6.	Name of office to which the officer belongs. (i) Parent office: (ii) Office in which working at present	
7.	Whether the officer belongs to SC/ST. If yes, please mention category.	
8.	Date of entry into Govt. Service	
9.	Date of entry in IA&AD	
10.	Date of promotion on post	
12.	Mobile number and official email id	
13.	Present Pay Level and Pay	
14.	Work Experience	
15.	Desirable / Preferable Qualifications as mentioned in circular (if any )	
16.	Details of any Examination Passed viz. CPD I,II,III & RAE	
17.	Any other relevant details	
18.	Signature of the Applicant	

Date:

Place:

Signature of officer

Countersign of Head of the Office/Head of the Department