

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
NEW DELHI.

No. 589 -Staff (App)-I/01-2024/Vol.I

Dated: 14.02.2024

To

1. All the Heads of Department in IA&AD
2. Director (P).

Subject: Filling up the various posts in Ministry of Finance, Department of Economic Affairs on deputation basis.

Sir / Madam,

I am directed to inform that Ministry of Finance, Department of Economic Affairs has intimated to fill up the below mentioned posts on Deputation basis in Sixteenth Finance Commission. The tenure of the Commission is upto 31.10.2025. Maximum age limit shall not exceeds 56 years as on the closing date of receipt of application. Eligibility criteria to fill up the posts is as follows:

Name of post	Pay Scale	Eligibility Criteria
Deputy Director – 09 posts	Level 11	Sr. Audit Officer/ Sr. Accounts Officer (Level 10)
Assistant Director (12 posts)	Level 10	Sr. Audit Officer/ Sr. Accounts Officer (Level 10)
Admin & Accounts Officer (01 Posts)	Level 10	Sr. Audit Officer/ Sr. Accounts Officer (Level 10)
Assistant Accounts Officer (01 Posts)	Level 08	Assistant Accounts Officer/ Assistant Audit Officer
Economic Officer (02 Posts)	Level 07	Assistant Supervisor; or Sr. Accountant/ Sr. Auditor
Assistant Section Officer (ASO)- (04 posts)	Level 07	Assistant Supervisor; or Sr. Accountant/ Sr. Auditor

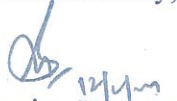
2. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for the above mentioned post on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022. The recommendations accompanied with the following documents / certificates may kindly be sent through email only to the Asstt. Comptroller and Auditor General (N)-I latest by 26.02.2024:

- i. Application (in duplicate) only in the prescribed proforma (Annexure enclosed) of willing and eligible Candidates with certification by employer.
 - ii. Duly attested copies (each page attested by an officer not below the rank of Under Secretary) of APARs for the last 5 years (2018-19 to 2022-23) along with summary of APARs as per the enclosed annexure.
 - iii. Vigilance Clearance Certificate, integrity certificate, details of penalty if any imposed during the last 05 years, Cadre Clearance Certificate and CR dossiers.
3. Applications received after 26.02.2024 will not be considered under any circumstance.

4. In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department. 59

Encls:-As above

Yours faithfully,


(Sanjay Kumar)

Sr. Administrative Officer (Staff App-I)

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Annexure-B

PROFORMA FOR APPLICATION FOR THE POSTS IN THE SIXTEENTH FINANCE COMMISSION

1	Post Applied For	:	
2	Scale/Level of Pay of Post applied	:	
3	(a) Name (in block letters)	:	
	(b) Sex (Male/Female)	:	
	(c) Residential Address (in block letters)	:	
	(c) Mobile No	:	
	(d) Email Id	:	
4	Date of Birth	:	
5	Educational Qualifications	:	
6	Present Employment		
	(a) Name of the Employer	:	
	(b) Post held and scale/level of pay	:	
	(c) Nature of employment i.e. adhoc/temporary/contract/regular	:	
	(d) Whether the employment is on deputation, and if so, period of present deputation/contract	:	
	(e) Date since when employment with Present Employer	:	
7	Total Length of Service	:	
8	Nature of the parent office/organization/cadre controlling authority	:	

9 Previous employment(s) (starting with the last one first)					
Name of the post with scale/ level of pay	Period		Nature of Appointment	Name of Employer	Nature of Duties in Brief
	From	To			
10	Training undergone (starting with last one first)			:	
11.	Whether conversant working in M.S. Excel (Nature of job where used extensively)			:	
12	Whether used any software or programming language for econometric modelling [give details]			:	
13.	Whether having experience of analysis of state/public finance and budgeting [Please cross refer to table at Sl. No. 9]			:	
14.	Whether having experience of working in previous Finance Commissions			:	
15.	Any other relevant experience			:	
16.	Whether belongs to SC/ST/OBC			:	
17.	Any additional information relevant for the application			:	

(Signature of the Applicant)

Date: _____

Recommendations of the Competent Authority:

- (i) Service particulars given by the applicant are verified w.r.t. service records and found to be correct.
- (ii) The officer/official is clear from vigilance angle.
- (iii) ACR/APAR Gradation Chart for the last 05 years.

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- (iv) If the officer/official is selected for appointment on deputation in the Sixteenth Finance Commission, he/she will be relived within 15 days of receiving the intimation in this Ministry/Department/Organization.

Signature of the Competent Authority
[DS/Dir(Admn)/JS(Admn) of the
Ministry/Department/Organisation]
along with contact details