



# International Centre for Information Systems & Audit

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

No.: Admn-i-Est10DepM/4/2022-Admn/(efile-72968)/ 366

Dated: 17.09.2024

To

1. All IA&AD Offices
2. All Sr. AOs  
(As per mailing list)

**Subject: Extension of last date for submission of applications for filling up of vacancies at International Centre for Information Systems and Audit (iCISA), Noida on deputation basis.**

Sir/ Madam,

Please find enclosed this office's circular No. Admn-i-Est10DepM/4/2022-Admn/(efile-72968)/327 dated: 30.08.2024 (copy enclosed), wherein applications were invited for anticipated/available vacancies for the posts of Sr. AOs to be filled on deputation basis at International Centre for Information Systems and Audit (iCISA), Noida, with the last date of submission of application being 17.09.2024.

In this regard, the last date of submission of application has been extended till 30.09.2024.

Enclosure – As above

Sr. Administrative Officer (Admn)  
iCISA, Noida



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सं.: Admn-i-Est10DepM/4/2022-Admn (efile 72968)/ 327

दिनांक: 30.08.2024

सेवा में,

1. सभी IA&AD कार्यालय
2. सभी वरिष्ठ AO  
(मेलिंग सूची के अनुसार)

**विषय:** अंतर्राष्ट्रीय सूचना प्रणाली एवं लेखा परीक्षा केंद्र (आईसीसा), नोएडा में प्रतिनियुक्ति के आधार पर रिक्तियों को भरना।

महोदय/महोदया,

अंतर्राष्ट्रीय सूचना प्रणाली और लेखा परीक्षा केंद्र (आईसीआईएसए), नोएडा में प्रतिनियुक्ति के आधार पर भरे जाने वाले निम्नलिखित पदों के लिए प्रत्याशित/उपलब्ध रिक्तियों के लिए आवेदन आमंत्रित किए जाते हैं, जिनका विवरण नीचे दिया गया है:

क्र सं	पद	रिक्तियां	वेतन स्तर
1.	वरिष्ठ प्रशासनिक अधिकारी	02	वेतन स्तर -10/11

1. प्रतिनियुक्ति अवधि की अवधि आरंभ में 01 (एक) वर्ष होगी जिसे मौजूदा/नियमों और आदेशों का पालन करने के पश्चात उपयुक्तता/प्रदर्शन के अधीन (03) तीन वर्ष या उससे अधिक तक बढ़ाया जा सकता है।
2. परिवहन भत्ते के प्रयोजन के लिए, नोएडा को वित्त मंत्रालय के दिनांक 29.08.2008 के कार्यालय ज्ञापन संख्या 21(2)/2008-ई.II(बी) और उसके बाद दिनांक 06.08.2015 के कार्यालय ज्ञापन संख्या 21(2)/2015-ई.II(बी) के अनुसार 'अन्य स्थानों' पर लागू दरों के अनुसार विनियमित किया जाता है।
3. परिसर के भीतर आवासीय क्वार्टरों के आवंटन में iCISA में कार्यरत अधिकारी/कर्मचारियों को प्राथमिकता दी जाएगी, बशर्ते कि इसकी उपलब्धता हो।
4. IA&AD के बाहर की परीक्षाओं में बैठने वाले उम्मीदवारों को उक्त प्रतिनियुक्ति के लिए विचार नहीं किया जाएगा।
5. आवश्यक और वांछनीय योग्यताएं संलग्न हैं (अनुलग्नक-I)। आवश्यक एवं वांछनीय योग्यताएं पूरी करने वाले इच्छुक अधिकारियों के नाम कृपया बायो-डेटा (अनुलग्नक II) और पिछले वर्षों के एपीएआर/एसीआर के सार (अनुलग्नक- III) के साथ कैडर नियंत्रण प्राधिकारी के माध्यम से दिनांक 17.09.2024 तक इस कार्यालय को भेजे जाएं।

संलग्नक:: अनुलग्नक I से III

निदेशक (प्रशासन)  
आईसीसा, नोएडा



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No.: Admn-i-Est10DepM/4/2022-Admn (efile 72968)/327

Dated: 30.08.2024

To

1. All IA&AD Offices
  2. All Sr. AOs
- (As per mailing list)

**Subject: Filling up of vacancies at International Centre for Information Systems and Audit (iCISA), Noida 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	Vacancies	Pay Level
1.	Senior Administrative Officer	02	Level – 10/11

1. Tenure of Deputation period will be initially for 01 (one) year which can be extended to (03) three years or more subject to suitability/performance after following extant/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 17.09.2024.

Enclosure: Annexures – I to III

Director (Admn)  
iCISA, Noida

## ANNEXURE – I

Essential and desirable experience and qualification for the deputation

Post	Qualification
Senior Administrative Officer (02)	<p data-bbox="783 394 1372 427"><b>Essential</b></p> <ul data-bbox="831 472 1372 786" style="list-style-type: none"><li data-bbox="831 472 1372 584">• Applicants should be holding analogous post and having at least 5 (five) Years service as Sr. AO.</li><li data-bbox="831 595 1372 707">• The age of the applicant should not exceed 56 years on the closing date of receipt of applications.</li><li data-bbox="831 719 1372 786">• Applicant can be from any office under IA&amp;AD.</li></ul> <p data-bbox="783 831 1372 864"><b>Desirable/ Preferable</b></p> <ul data-bbox="831 909 1372 1099" style="list-style-type: none"><li data-bbox="831 909 1372 1099">• Preference may be given to candidates having professional certifications/IT qualifications/Technical qualifications/IT Experience and those comfortable in using IT systems.</li></ul>

## ANNEXURE-II

### Proforma regarding the bio-data of the applicant

1. Name	
2. Designation	
3. (i) Date of birth and (ii) Age as on 01.07.2024	
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)**

2023-24	2022-23	2021-22	2020-21	2019-20

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-----