

भारत सरकार
भारतीय लेखा तथा लेखा परीक्षा विभाग
प्रधान महालेखाकार (लेखा परीक्षा)
हिमाचल प्रदेश, शिमला - 171 003



Government of India
Indian Audit and Accounts Department
Principal Accountant General (Audit)
Himachal Pradesh, Shimla-171 003

सत्यमेव जयते
परिपत्र (प्रशासन)

Hqrs. Office (Examination Wing) vide circular No. 01 of 2025 issued vide letter No. 58/04-Exam/UN Audit/2024 dated 29.01.2025 has informed that UN Audit Examination 2025, for shortlisting of Sr. Audit Officers/Asstt. Audit Officers for UN Audit to be taken up during 2025-26 and 2026-27, would be held at the end of March 2025. The registration process for the said examination shall be started in due course.

Eligibility criteria for nomination of Sr. Audit Officers/ Asstt. Audit Officers for audit of UN Units during 2025-26 and 2026-27 is given in *Annexure- 1*.

The examination shall be held in Computer Based Test (CBT) mode at New Delhi at a venue that shall be informed in due course. The syllabus of UN Audit Exam is available at www.cag.gov.in under the Examination tab (cag.gov.in>Departmental Examinations>Syllabus and Books> Syllabus of UN Audit examination).

In this regard, eligible and willing Sr. Audit Officers/Asstt. Audit Officers are directed to submit their **bio-data** in the requisite proforma (*Annexure-2*) to Administration **latest by 07.02.2025**.

If at any stage, the information furnished by any candidate(s) is found to be inaccurate, his/her candidature/selection is liable to be cancelled/terminated without any notice and appropriate action shall be taken as per rules.

प्राधिकार: वरि० उप महालेखाकार महोदय
के आदेश दिनांक 31.01.2025

संलग्न: उपरोक्त

हस्ता /-

वरि० लेखापरीक्षा अधिकारी (प्रशासन)

संख्या:- प्रशासन/ले०प०/विदेशी प्रतिनियुक्ति/2024-25/3886-88

दिनांक: 31.01.2025

प्रतिलिपि निमंलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित की जाती है :

1. सचिव प्रधान महालेखाकार |
2. निजी सहायक, सभी समूह अधिकारी |
3. संयुक्त ई मेल (cag-audithp-all@lsmgr.nic.in).

वरि० लेखापरीक्षा अधिकारी (प्रशासन)
31/01

**Eligibility criteria for nomination of Sr. AOs/AAOs for audit of UN Units during
2025-26 and 2026-27**

- (1) The Officer should have clear 'Outstanding' APARs for at least 4 out of the last available 5 years.
 - (2) AAOs should have a completed five years combined service in the grade of SO/AAO as on 01.01.2025. No service length is prescribed for Sr. AOs.
 - (3) Officers who fall under any of the following categories are not eligible:
 - (a) Those who have done two or more UN Audits in the past (including those who have been selected for UN Audit during the current cycle 2024-25);
 - (b) Those who have done UN Audit during the last two cycles (i.e. 2023-24 and 2024-25)
 - (c) There should be a minimum gap of two years between two UN Audit assignments;
 - (d) Those who have returned from Embassy Audit are not eligible for 3 years (with the cut off dated being 01.01.2025);
 - (e) Those who have returned from overseas posting are not eligible for 5 years (with the cut off dated being 01.01.2025);
- Note: Those Sr. AOs/AAOs who had conducted UN Audits remotely in 2020-21 & 2021-22 (due to COVID related restrictions), may appear in the examination, notwithstanding the fact that they may be ineligible in terms of stipulations at sub-para (a) above.
- (4) Officers should be clear from vigilance/disciplinary angle. Officers against whom major penalty has been imposed in the past are not eligible till 5 years after completion of currency of the penalty. Officers against whom minor penalty including Censure or Dies-Non has been imposed in the past, are not eligible till 3 years after completion of the currency of the punishment or the date of Censure/ Dies-Non.
 - (5) Officers should be less than 57 years of age as on 01 January 2025;
 - (6) Officers must possess the following attributes:
 - (a) Ability to conduct audit independently and prepare Audit Reports;
 - (b) Excellent drafting skills in English;
 - (c) Good inter-personal relationships with colleagues, superiors and subordinates; and
 - (d) Healthy and fit physically to undertake international travel and tight work schedule.

55/e

Annexure-2

Proforma showing the bio-data of
Sr. AOs/AOs recommended for UN Audit during 2025-26 and 2026-27
(PARTICULARS GIVEN IN THIS PROFORMA WILL BE CAPTURED IN THE
ONLINE REGISTRATION FORM)

1.	Name	
2.	Designation (if Commercial, please also indicate i.e., AAO (C)/SAO (C))	
3.	(i) Date of birth, and (ii) Age as on 01.01.2025	
4.	Qualification (i) Educational: (ii) Professional:	
5.	Office to which the officer belongs (i) Parent Office: (ii) Office and station in which working at present:	
6.	Examination Centre (Please mention specifically Delhi/Mumbai/Chennai/Kolkata/ Bengaluru/Hyderabad/Guwahati)	
7.	Whether belongs to SC/ST. If yes, please mention category.	
8.	Date of entry into Government Service	
9.	Date of entry in IA&AD	
10.	Date & Year of passing SAS Examination (Please mention whether Accounts, Commercial, Civil, Railway, Finance & Communication or Defence Audit)	
11.	Date of promotion as AAO/SAO	AAO: SAO:
12.	Number of year completed in the grade as on 1.1.2025. a) AAO: b) Sr. AO:	
13.	Present pay	Rs.
14.	Experience and posts held	Attach separate sheet giving details under this column, duly signed.
15.	(i) Details of previous deputation/foreign service. (ii) Details of Posting abroad/UN Audit/Embassy Audit: Given period.	Attach separate sheet given details under this column, duly signed.
16.	Proficiency in Computer. Details may be given	
17.	Contact details (Mobile and email)	
18.	Any other information	

The information furnished above are correct to the best of my knowledge.

Signature of the Candidate