

16.12.2025

To

1. All the Heads of Department in IA&AD
2. Principal Director (Commercial)-I
3. Director (P)

**Subject: Filling up the post of Internal Audit Officer (IAO) in Assam University (A Central University) Assam India on deputation basis.**

Sir / Madam,

I am directed to forward the vacancy circular issued by Assam University (A Central University) Assam India to fill up the post of Internal Audit Officer (IAO) on deputation basis vide letter No. 101/4/2022-RECT/28 dated 13.11.2025 (*copy enclosed*)

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 such posts on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide letter No. 1050-Staff (App)-I/05-2022 dated 28.06.2022 and Deputation of staff within IA&AD as circulated vide letter No. 60-Staff (App)-1/ 14-2023 dated-27.01.2025. The recommendations accompanied with the necessary documents / certificates (as detailed in the vacancy circular) may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 02.01.2026**. Applications received after 02.01.2026 will not be considered under any circumstance.

3. 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.

Yours faithfully,

*Ajit Kumar*

(Ajit Kumar)

Sr. Administrative Officer (Staff App-I)

Encls:-As above



**ASSAM UNIVERSITY**

(A Central University)

Silchar 788 011

**Assam, India**

☎ (03842) 270806, 270368

Fax: 270806, 270802

No.101/4/2022-RECT / **2887**

**SPEED PASS**

13<sup>th</sup> November, 2025

To

The Deputy Comptroller & Auditor General of India  
(Human Resource, International Relation & Coordination)  
Office of the Comptroller & Auditor General of India  
Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110024

**Sub: Deputation to the post of Internal Audit Officer.**

Dear Sir/Madam,

With reference to the subject cited above, I would like to inform you that the University intends to fill up one vacant post of internal Audit Officer (IAO) in the pay band-3 (Rs. 15,600 – 39,100) with grade pay of ₹7600/- revised level 12 as per 7<sup>th</sup> CPC pay matrix Rs. 78,800 – 209,200 on deputation basis initially for three years to be extended further in accordance with the instruction of DoPT, GoI. In addition to pay and allowance the selected officer will be entitled to Deputation (Duty) Allowance as per Central Government Rules and University accommodation subject to availability and as per quarter allotment rules.

As per the University rules the post of Internal Audit Officer is to be filled from amongst the Officers of any of the organized Audit & Account Cadre/Service in the pay band of Rs. 15,600 – 39,100/- with grade pay of ₹7600/- revised Level 12 as per 7<sup>th</sup> CPC pay matrix or in the same pay band having minimum 3 years experience in the Level 11 or in the same pay band in Level 10 having minimum 5 years experience. The job involves in depth application of University and GoI Rules/instructions related to financial accounting, establishment and public work matters.

It is requested that a panel of at least three eligible and suitable officers along with their detail of service and experience and Annual Confidential Report/APAR for preceding five years may please be sent to the undersigned at the earliest for necessary action. The University may call the empanelled officers for interview, if considered necessary.

Thanking you,

Yours faithfully

(Dr. P.K. Nath)  
Registrar

**BIO DATA**

1. Name of the post applied for :
2. Name :
3. Present post held  
and Date from which present post held:
4. Date of Birth :
5. Gender: Male/Female :
6. Date of superannuation :
7. Educational Qualification :
8. Mobile No. & e-mail ID :
9. Permanent Address :
10. Postal Address :
11. Nature of duties performed as AAO/A.O/Sr. AO:  
(Enclose a separate sheet duly authenticated by the department, if space below is insufficient)

From	To	Nature of duties performed

12. Level in Pay Matrix :
13. Basic Pay in Level in the Pay Matrix :

( Signature of candidate )

Date :

It is certified that particulars furnished are correct and no vigilance case/disciplinary proceedings or criminal proceeding is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years. The integrity of the officer is beyond doubt.

Signature of the Head of Department  
(with stamp)