



निदेशक कार्यालय,
वित्तीय लेखापरीक्षा उत्कृष्टता केंद्र, हैदराबाद
Office of the Director
Centre of Excellence for Financial Audit, Hyderabad



No. Director/CoEFA/Hyd./Admin/Deputation/2025/I-56/2026-27/210

Dated: 09-07-2026

To

All Offices of IA&AD as per mailing list (cag-all-offices@gov.nic.in)

Sir / Madam,

Sub: Filling up of one (01) vacant post of Accountant/Senior Accountant/Auditor / Senior Auditor / Assistant Supervisor on a deputation basis at Centre of Excellence for Financial Audit (CoEFA), Hyderabad – reg.

Applications are invited from eligible and suitable officials of the Indian Audit and Accounts Department for filling up of one (01) inter-operable post of Accountant/Senior Accountant/ Auditor / Senior Auditor / Assistant Supervisor on deputation basis at CoEFA, Hyderabad.

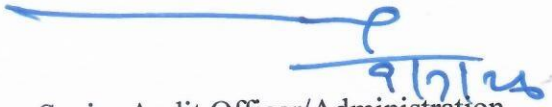
2. Interested officials possessing requisite experience and qualifications may forward their applications, duly filled in, through their respective Cadre Controlling Authority, along with the following documents:

- (i) Biodata
- (ii) Summary of APAR (Annual Performance Assessment Report) for the last three years i.e., 2022-23, 2023-24, and 2024-25/2025-26 (Annexure-II), along with copies of the APAR duly attested on each page; and
- iii) Vigilance Clearance Certificate certifying that no departmental, judicial, or vigilance case is either pending or contemplated against the applicant, and that their integrity is beyond doubt.

3. The required documents of eligible candidates must be scanned and sent to this office by email at: coefahyd@cag.gov.in. To avoid potential delays associated with postal delivery, documents may be forwarded through electronic mail (email) by the respective Cadre Controlling Authorities.

4. The candidate will be selected by a committee constituted by the Competent Authority.
5. The initial period of deputation shall be three years, which may be extended on the basis of continued suitability and administrative convenience. However, if the performance or conduct of any deputed employee is found to be unsatisfactory or due to other administrative contingencies, CoEFA, Hyderabad reserves the right to repatriate the individual to his/her parent office at any point in time.
6. In accordance with the revised deputation guidelines issued by the C&AG of India vide Letter No. 60-Staff(App)-I/14-2023, dated 27-01-2025, a mandatory "cooling off" period of three years must be observed between two successive deputations, including any deputations outside the department. Therefore, strict compliance with this condition must be ensured before forwarding any nominations for deputation to CoEFA, Hyderabad.
7. Selected official shall have no absolute right or claim to permanent absorption in the post.
8. Attention is drawn towards the Headquarters Office Circular No. 269/Trg. Div/42-A/2019 dated 18.09.2019, through which comprehensive guidelines were issued to regional offices to increase the availability of administrative and faculty staff in training institutions/centres. The aforementioned guidelines are reiterated as follows:
 - (a) Regional offices shall display the deputation notifications issued by the training institutes/centres on the notice board and circulate them among the employees, so that candidates have sufficient time available to apply.
 - (b) Regional offices shall forward all application forms received against the posts advertised by the training institutes/centres without withholding them.
 - (c) The initial period of deputation in the Training Institute/Centre shall be three years, which may be extended on a year-to-year basis with the mutual consent of the parent office and CoEFA, Hyderabad. However, the CoEFA, Hyderabad reserves the right to repatriate the deputed employee to their parent office at any time.
9. Deputation allowance shall be payable to the deputed official(s) in accordance with the relevant instructions of the Department of Personnel and Training (DoPT) as amended from time to time.
10. The age of the candidate must not exceed 56 years as on the closing date of applications.
11. The last date of receipt of applications is 07.08.2026. The applications received after the due date will not be considered.
12. Any of the terms and conditions mentioned above may be modified by CoEFA, Hyderabad at its sole discretion.

Encl: Biodata


Senior Audit Officer/Administration

Biodata

1.	Name in full (Shri/Smt/Ms)		Latest Passport Size Photo
2.	Present Post Held		
3.	Permanent Address		
4.	Present Address		
5.	Date of Birth		
6.	Qualifications (i) Educational (ii) Professional		
7.	Office to which the applicant belongs (i) Parent Office (ii) Present Office		
8.	Whether belongs to SC/ST/Neither		
9.	Date of entry into Government Service		
10.	Date of entry in IA&AD		
11.	Proficiency in Computers, Details may be given		
12.	Present Pay and Pay Level		
13.	Details of MACP/Financial upgradation/NFU (I, II or III), if any granted and date of grant of such pay upgradation		
14.	Mobile Number and official email ID		
15.	Experience and knowledge of working in Administration/OE/Logistics & Support/Bills/ Training Section, Field Audit, if any (full details)	Separate Sheets may be added, if needed.	

I hereby declare that the above particulars furnished by me are correct and true to the best of my knowledge.

(Signature of the applicant)

It is certified that the above particulars furnished by the official were verified from the service record and found to be correct.

Signature of the Head of the Office (with Stamp)

Place:

Date: