

कार्यालय प्रधान निदेशक लेखापरीक्षा
उद्योग एवं कारपोरेट कार्य
ए.जी.सी.आर. भवन, आई.पी. एस्टेट,
नई दिल्ली-110 002



OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT
INDUSTRY AND CORPORATE AFFAIRS
A.G.C.R. BUILDING, I.P. ESTATE
NEW DELHI-110 002

ए.एम.जी-1/प्रशासन-1/8(56) प्रति./2020-21/२१४२-२२३३ दिनांक 31 AUG 2020

To

All Civil Audit & Accounts Offices of IA&AD
(as per Mailing List)

Sub : Filling up the posts of AAO /Sr. Auditor/Auditor on deputation basis in the cadre control of O/o Principal Director of Audit Industry and Corporate Affairs, New Delhi

Sir/Madam,

Applications are invited through proper channel for filling up vacancies in the cadre of Assistant Audit Officer (pay level 8 of Pay Matrix or pay level 9 of the pay matrix after NFU/MACP), Sr. Auditor (pay level 6 of Pay Matrix or pay level 7 of the pay matrix after MACP) and Auditor (pay level 5 of Pay Matrix) in this office on deputation basis from AAO, SAS passed officials, Adhoc AAOs and Sr. Auditor/Auditor respectively of the IA&AD offices subject to the following conditions.

S.No	Name of the Post	No. of Post to be filled	Eligibility
1.	AAO	112	1. SAS Passed AAOs/Ad-hoc AAOs Sr. Accountant/.Accountant/DEOs and Clerk
2.	Sr. Auditor	172	Holding analog post
3.	Auditor	13	Holding analog post

The details of other general condition is given below

1. The deputation will be initially for a period of one year extendable on yearly basis subject to administrative convenience.
2. The maximum age limit for appointment of deputation shall not exceed 56 years as on closing date of application.
3. The deputation will be subject to the recruitment rules in force.
4. Deputationists will be entitled for deputation allowance as applicable in accordance with the relevant instructions of DOPT as amended from time to time.

5. The place of posting shall be New Delhi.
 6. Selection of the candidates for deputation will be decided by the Administration of this office. The selected candidates will be posted to any office under cadre control of this office i.e. O/o the Principal Director of Audit Industry and Corporate Affairs, New Delhi and O/o the Director General of Audit, Environment & Scientific Departments New Delhi.
2. The candidates who fulfill the criteria may submit their applications giving full service particulars and bio- data in the performa enclosed (annexure-1) through the Head of office which should reach this office on or before 30.09.2020. While forwarding the application by the respective offices, the following documents/certificates should be furnished :

Certificate to the effect that

1. The particulars given by the applicant in the bio-data are correct.
2. No vigilance/disciplinary case is pending against the applicant.
3. In case of selection, the applicant will be relieved for taking up his/her assignment
4. Attested copies of APAR of the applicant for the last 05 years

Encl: Bio- Data performa

भवदीय,



उप निदेशक (प्रशासन.)

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F. No. AB.14017/28/2014-Estt.(RR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
North Block, New Delhi


Dated: 2.7.2015

OFFICE MEMORANDUM

Subject: Revised Bio-data / Curriculum Vitae (CV) proforma for submission by the candidate for appointment by deputation – issue of instructions – regarding.

The consolidated instructions on the procedure to be followed in cases where appointment is to be made by transfer on deputation / transfer basis (now termed as deputation / absorption) issued by this Department vide OM No. AB-14017/71/89 – Estt. (RR) dated 3.10.89. In terms of para 4.8 of the instruction, while calling for application for appointment on deputation/absorption basis, Ministries/ Departments are required to call for Bio-data / Curriculum Vitae (CV) of the candidates in the proforma at Annexure A of the OM dated 3.10.89.

2. The revised Bio-data / Curriculum Vitae (CV) proforma was issued by this Department vide OM No. AB-14017/10/2000 – Estt. (RR) dated 29.8.2005. The proforma has been reviewed by UPSC, keeping in view the changes took place due to implementation of 6th Pay Commission recommendation and with the objective to reflect the complete profile of the candidate. The revised proforma suggested by the Commission is at Annexure-I.
3. The modified Bio-data / Curriculum Vitae (CV) proforma is enclosed with the request that this modified proforma may be utilized while calling for applications for appointment on deputation / absorption basis. The administrative Ministries / Departments are also advised to pay attention towards the points indicated in Annexure-II at the time of inviting application and preparation of the deputation proposal before sending the same for the consideration of the Commission.
4. It is requested that these instructions may be circulated to all the subordinate formations of the Ministries / Departments.
5. Hindi version will follow.


(Shukdeo Sarin) ES
Under Secretary (RR-II)


*(Link: Circular → Establishment → Recruitment Policies)

To

- (1) All the Ministries/Departments (As per the standard list).
- (2) The President's Secretariat, New Delhi
- (3) The Vice-President Secretariat, New Delhi
- (4) The Prime Minister's Office, New Delhi

Copy to:-

- (1) Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
- (2) All the attached offices under the Ministry of Personnel, Public Grievances & Pension.
- (3) Establishment Officer and AS.
- (4) Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
- (5) All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
- (6) NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.


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Under Secretary to the Government of India

ANNEXURE-I

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

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7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			

Post held on Deputation in the
The applicant, date of return
The last deputation and other

Additional details about present
employment:

Please state whether working under
Indicate the name of your employer
(against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

Please state whether you are
working in the same Department and
in the feeder grade or feeder to
higher grade.

Are you in Revised Scale of Pay? If
yes, give the date from which the
revision took place and also indicate the
revised scale

Total emoluments per month now drawn

Basis Pay in the PB	Grade Pay	Total Emoluments

In case the applicant belongs to an Organisation which is not following the Central Government
rules, the latest salary slip issued by the Organisation showing the following details may be
provided.

Pay with Scale of rate of allowance	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

Additional information, if any, relevant to the
application applied for in support of your suitability for

Any other things may provide information with
(i) additional academic qualifications (ii)

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<p>Professional training and (iii) work experience over and above prescribed in the Vacancy (Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) any other information.</p> <p>Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>7. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-government Organizations are eligible only for Short Term Contract)</p>	
<p>(The option of 'STC' / 'Absorption'/'Re-employment' is available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

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Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. **Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)