



**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT) - I  
ODISHA: BHUBANESWAR.**

**CIRCULAR**

**Sub: Deputation of SAS (Civil Audit) Examination passed officials to the post of Assistant Audit Officer in Civil Audit Offices - regarding.**

Applications are invited from the SAS (Civil Audit) Examination passed officials of A&E Offices who have been declared pass in the SAS (Civil Audit) Examination held in November 2019 as well as who had passed prior to November 2019 but could not be absorbed in the Civil Audit Offices in the pay level-8, CCS (Revised Pay) Rules 2016 for filling up of 08 vacant posts of Assistant Audit Officers on deputation basis under the Cadre Control of Office of the Accountant General (Audit) –I, Odisha, Bhubaneswar. Interested and eligible officials may submit their willingness in the prescribed proforma through proper channel so as to reach the Administration Section of Office of the Accountant General (Audit) – I, Odisha, Bhubaneswar latest by 15.10.2020.

**TERMS AND CONDITIONS:**

1. The initial period of deputation will be for one year and it may be extended thereafter up to 04 years subject to their continued suitability and administrative convenience.
2. An employee appointed on deputation service, may elect to draw either the pay in the scale of pay of deputation service post or his/her basic pay in the parent cadre plus deputation (duty) allowance thereon plus personal pay, if any.
3. Such officials who have already attained the age of 56 years as on 15.10.2020 or against whom the disciplinary proceedings/court cases are pending/contemplated or who are undergoing major/minor penalty are not eligible for the said deputation.
4. Applications in the enclosed proforma along-with the copies of complete set of APARs for the last 5 years duly attested by the Deputy Accountant General (Admn.) may be sent.
5. Applications will be entertained which are routed through proper channel only.

Sd/-

**(Rahul P.)**

**Deputy Accountant General (Admn.)**

**Memo No. Admn (Audit-I)/3-1/Vol. XVI/ 538**

**Date: 11.09.2020**

Copy for kind information forwarded to the Asst. Comptroller and Auditor General (N), Office of the Comptroller and Auditor General of India, 9, Deen Dayal Upadhyaya Marg, New Delhi – 110 124.

Sd/-

(Rahul P.)

**Deputy Accountant General (Admn.)**

**Memo No. Admn (Audit-I)/3-1/Vol. XVI/ 539**

**Date: 11.09.2020**

Copy forwarded to all the Head of the Departments of A&E Offices under IA&AD (as per mailing list) for kind information and necessary action.

*Sd/-*  
*11/09/2020*

**Sr. Audit Officer/Admn.(Audit-I)**

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. Date of entry into service	
4. Educational Qualifications	

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

Office/ Institution	Post held on regular basis	From	To	* Pay in the Pay Matrix/ Pay Scale of the post held on regular basis	Level	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 in the Pay Matrix/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with Pay Band and Grade Pay/ Pay in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below;

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

6. In case the present employment is held on deputation basis			
The date of initial appointment	Period of appointment on deputation	Name of the parent office/ organization to which the applicant belongs.	Name of the post and Pay of the post held in substantive capacity in the parent organization.
(1)	(2)	(3)	(4)
<p><b>6.1 Note:</b> 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.</p> <p><b>6.2 Note:</b> Information under Column (3) &amp; (4) 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/ organization.</p>			

7. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
8. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
9. Total emoluments per month now drawn		
Pay in the Pay Matrix	Level	Total Emoluments
<b>10.A Additional Information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (This among other wings may provide information with regard to (i) Additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/ Advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		
<b>10.B Achievements:</b> The candidates are requested to indicate information with regard to; (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 <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
11. Whether belongs to SC/ ST		

I have 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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Date: .....

## **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 to 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 in enclosed. (as the case may be)

**Countersigned**

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**(Employer/ Cadre Controlling Authority with Seal)**