



सत्यमेव जयते

**OFFICE OF THE DIRECTOR GENERAL OF AUDIT  
(HOME, EDUCATION & SKILL DEVELOPMENT), NEW DELHI  
IP ESTATE, NEW DELHI- 110002**

**No.: Admn.I/4-30/2020-21/7156**

**Dated: 09.02.2021**

**To**

**All Heads of Departments,**

**(As per Mailing List)**

**Sub:- Filling up the posts of Senior Audit Officer (Civil Audit) on deputation basis in the cadre control of O/o the Director General (Home, Education & Skill Development) New Delhi.**

Sir/Madam,

Applications are invited to the post of **Senior Audit Officer** in this office on deputation basis on usual terms and conditions stipulated in DoPT OM No. 6/8/2009-Estt.(Pay.II) dated 17.06.2010 as amended from time to time.

2. Eligibility criteria for deputation is as under:

<b>S.No</b>	<b>Name of the Post</b>	<b>Level in the Pay Matrix</b>
1.	Sr. Audit Officer (Civil Audit)	Level – 10

**Eligibility/Experience:**

Officers holding post of Sr. AO in Indian Audit and Accounts Department, working in any stream of Audit.

Officials well conversant with the work of Public Works Audit, Revenue Audit and/or Civil Audit will be preferred.

**Terms of deputation & selection process:**

1. Deputation will be initially for a period of three years extendable on annual basis subject to official's continued suitability and administrative convenience.
2. The official can be repatriate at any time as per administrative convenience or if his/her performance is found unsatisfactory.

3. Maximum age limit for appointment by deputation should not exceed 56 years as on the closing date of application for the post.
4. The selected officer(s) will be entitled to Deputation Allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.
5. Selected candidates will be liable to be posted in any of the five offices under the cadre control of this office.

Applications of willing officials along with their Bio-data, vigilance clearance certificate and attested copies of APARs for the last five years (attested on each page) may be forwarded to this office, through proper channel, on or before **25/02/2021**. The required documents of the eligible candidates may be scanned and sent by email to avoid postal delay.

This issue with the approval of the Director General of Audit (Home, Education and Skill development).

**Encl: Proforma for bio-data.**

**Sd/-  
Director (Admn.)**

**PROFORMA**

1.	Name of the Applicant, in full (In capital letter)	
2.	Designation	
3.	Name of the parent office	
4.	Pay Level and Present Basic Pay	
5.	Date of Appointment	
6.	Date/year of passing SAS	
7.	Date of Promotion in the present cadre	
8.	Residential Address	
9.	Mobile No. and official email ID	
10.	Qualifications (i) Educational (ii) Professional	
11.	Work experience (Brief descriptions may be given)	
12.	Proficiency in Computers (Details may be given)	
13.	Any other relevant details	

Date:

Place:

(Signature of the Applicant)