

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
NEW DELHI.**

No. 1030 –Staff (App)-I/05-2020/Vol.III
Dated: 28 /08/2020

To

1. All the Heads of Department in IA&AD
2. Director (P).

Subject: Filling up the posts of Internal Auditor in the Nehru Memorial Museum and Library, New Delhi on deputation basis– regarding.

Sir / Madam,

I am directed to intimate that the Nehru Memorial Museum and Library, New Delhi has intimated to fill up the posts of Internal Auditor (in the scale of Section officer) in Level-8 and (in the scale of Under Secretary) in Level-11 of Pay Matrix on deputation basis. The maximum age limit for appointment by deputation shall not exceed 56 years as on the 18/09/2020.

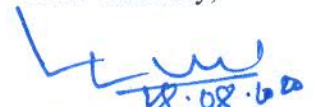
2. ***The eligibility conditions are as under:-***

S. No.	Name of the post	Level in pay matrix	Eligibility/experience/terms & conditions
1.	Internal Auditor (In the scale of Section Officer)	Level-8	i. Assistant Accounts Officer/Assistant Audit Officer holding post on regular basis, or ii. AAO (Adhoc) or SAS passed officials.
2.	Internal Auditor (In the scale of Under Secretary)	Level-11	Sr. Accounts Officer/Sr. Audit Officer with 5 year regular service in Level-10.

3. In this regard, it is requested to give wide publicity by circulating this among the eligible officials & office notice board and kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for the post of Internal Auditor (in the scale of Section officer) in Level-8 and Internal Auditor (in the scale of Under Secretary) in in Level-11 Nehru Memorial Museum and Library, New Delhi. The recommendations accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N) latest by 18/09/2020.**

- i. Bio-data (2 copies) in the enclosed prescribed proforma (Annexure-I);
 - ii. Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested on each page; and
 - iii. Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty during last 10 years.
4. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently
5. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in Sr. AO and AAO cadres may specifically be indicated in the forwarding letter.

Yours faithfully,



(R. K. Tiwari)

Sr. Administrative Officer (App)-I

Annexure I
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)