

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

No. 1343 –Staff (App)-I/05-2021/Vol. III

Dated: 25.10.2021

To,

1. All the Heads of Department in IA&AD
(Only for A&E offices)
2. Director (P).

Subject: Filling up the posts of Sr. Accountant on deputation basis– regarding.

Sir / Madam,

I am directed to intimate that the Directorate General, National Security Guard (Establishment Branch), Ministry of Home Affairs, New Delhi has intimated to fill up the post of Sr. Accountant (Level-6) on deputation basis. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

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

S. No.	Name of the post	Level in pay matrix as per 7 th CPC	Eligibility/experience
1.	Sr. Accountant	Level-6	Sr. Accountant with 02 years working experience.

3. Officials on deputation are entitled special security allowance as per rule.

4. In this regard, it is requested to kindly recommend the names of eligible officials who are willing and can be spared immediately in the event of their selection for the post of Sr. Accountant on deputation basis. The recommendations accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 29.10.2021.**

- i. Bio-data (2 copies) in the enclosed prescribed proforma;
- 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.

5. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in the cadre of Sr. Accountant Cadre may specifically be indicated in the forwarding letter.

Yours faithfully,

Encls:-As above.



(R. K. Tiwari)
Sr. Administrative Officer (App)-I

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PROFORMA

1. Name and Address (in block letters) :
2. Date of birth (in Christian era) :
3. Date of appointment in Govt. service :
4. Date of retirement under Central Govt. :
Rules
5. Date of holding present appointment :
6. Pay Scale and Level of Pay Matrix :
of the present post
7. Education and other qualifications :
8. Experience to work in Finance / Accounts:

9. Punishment during entire service :
(Major/Minor showing month & year)

10. Commendation entries :

11. APAR Grading of last 5 years :

1	2016-17	
2	2017-18	
3	2018-19	
4	2019-20	
5	2020-21	

12. Medical Fitness

13. Remarks, if any :

Signature of Official

Designation
Department/Office

COUNTERSIGNED