



(भारतीय प्रधान लेखापरीक्षा एवं लेखा विभाग)
कार्यालय महालेखाकार (लेखापरीक्षा) हरियाणा,
प्लॉट न० 4-5, सैक्टर 33-बी,
दक्षिण मार्ग, चण्डीगढ़ - 160 020
(Indian Audit & Accounts Department)
Office of the Principal Accountant General
(Audit) Haryana, Plot No.4-5, Sector 33-B,
Dakshin Marg, Chandigarh -160 020



CIRCULAR

In terms of Hqrs' office circular No. 603-Staff(App)-I/04-2020/Vol-I, dated 25.03.2021, applications are invited from the eligible Subordinate Audit Service (SAS) (Civil Audit) Examination (December-2020) passed officials of the As.G.(A&E) offices of the IA&AD for deputation for filling up the 01 vacancy in the cadre of Asstt. Audit Officer (Civil) in the pay scale of PB-2 (₹ 9300-34800) with grade pay of ₹ 4800/- in the office of the Pr. Accountant General (Audit) Haryana, Chandigarh. Such officials of the As.G. (A&E) offices who had passed the SAS (Civil Audit) examinations held prior to December-2020, but could not be absorbed in the Civil Audit offices are also eligible to apply. The applications of the officials who have already attained the age of 56 years or against whom the disciplinary proceeding/court cases are pending/contemplated or who are undergoing major/minor penalty may not be forwarded to this office.

The application (in duplicate) as per Annexure – "I" of the volunteers, duly attested may be submitted to this office by the parent office on or before 15-05-2021 with the following documents:-

1. A certificate from the candidate to the effect that he/she is willing for deputation in the office of the Pr. Accountant General (Audit) Haryana, Chandigarh.
2. A composite statement of Integrity Certificate, Vigilance Clearance, Major/Minor Penalties etc. of all candidates from parent office.
3. Complete and attested copies of the APARs of the concerned officials for the last 5 years (each and every page) duly attested by Sr. DAG/DAG (Admn).

Applications received after the said date will not be entertained.

Encls: Biodata form

-Sd-

Dy. Accountant General (Admn)

No. Admn-I/Au/SAS-Absor/2-11/2021-22/147

Dated:- 16-04-2021

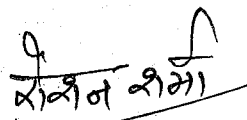
Copy forwarded to the Asstt. Comptroller & Auditor General (N), O/o the Comptroller & Auditor General of India, 9 – Deen Dayal Upadhyay Marg, New Delhi – 110124 with reference to his circular No. 603-Staff(App)-I/04-2020/Vol-I, dated 25.03.2021 for information.

-Sd-

Dy. Accountant General (Admn)

Copy forwarded to the following for information and necessary action:-

1. The Pr. Accountant General (A&E), Andhra Pradesh, Hyderabad
2. The Pr. Accountant General (A&E), Assam, Guwahati
3. The Accountant General (A&E), Chhattisgarh, Raipur
4. The Accountant General (A&E), Gujarat, Rajkot
5. The Accountant General (A&E), Haryana, Chandigarh
6. The Accountant General (A&E), Jammu & Kashmir, Srinagar
7. The Accountant General (A&E), Jharkhand, Ranchi
8. The Pr. Accountant General (A&E), Karnatka, Bangalore
9. The Accountant General (A&E), Kerala, Thiruvananthapuram
10. The Accountant General (A&E)-I, Madhaya Pradesh, Gwalior
11. The Accountant General (A&E)-II, Madhaya Pradesh, Gwalior
12. The Accountant General (A&E)-I, Maharashtra, Mumbai
13. The Accountant General (A&E)-II, Maharashtra, Nagpur
14. The Pr. Accountant General (A&E), Orissa, Bhubaneswar
15. The Pr. Accountant General (A&E), Punjab, Chandigarh
16. The Accountant General (A&E), Rajasthan, Jaipur
17. The Pr. Accountant General (A&E), Tamil Nadu, Chennai
18. The Accountant General (A&E)-I, Uttar Pradesh, Allahabad
19. The Accountant General (A&E)-II, Uttar Pradesh, Allahabad
20. The Pr. Accountant General (A&E), Uttrakhand, Dehradun
21. The Accountant General (A&E), Arunachal Pradesh, Itanagar
22. The Accountant General (A&E), Bihar, Patna
23. The Accountant General (A&E), Himachal Pradesh, Shimla
24. The Accountant General (A&E), Manipur, Imphal
25. The Accountant General (A&E), Meghalaya, Shillong
26. The Accountant General (A&E), Mizoram, Aizwal
27. The Accountant General (A&E), Nagaland, Kohima
28. The Sr. Dy. Accountant General (A&E), Sikkim, Gangtok
29. The Accountant General (A&E), Tripura, Agartala
30. The Pr. Accountant General (A&E), West Bengal, Kolkata


Sr. Audit Officer (Admn-I)

ANNEXURE-I

BIODATA/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/Departmental/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 Candidates (as indicated in the Bio-data) with reference to the post applied.	

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 mentioned as below;

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

8. Nature of present employment i.e. Adhoc 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 in the parent organization

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 parent cadre/organization but still maintaining a lien in his parent cadre/organization.

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11.	Additional details about present employments: 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		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13.	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.		
14.	Total Emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc., (with break-up details)	Total Emoluments
16.A	Additional Information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things 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). (Note: Enclose a separate sheet, if the space is insufficient)		

16.B	Achievements: 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. (Note: Enclose a separate sheet, if the space is insufficient)	
17.	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).	
	# (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18.	Whether belongs to SC/ST (Specify)	

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 _____

Date _____