

प्रधान महालेखाकार (लेखा व हक)  
का कार्यालय,  
मणिपुर, इम्फाल - 795001



OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL (A&E),  
MANIPUR, IMPHAL - 795001

सं. Estt(A&E)/Deputation/In/2024-25/473

दिनांक: 06-03-2025

सेवा में

भारतीय लेखापरीक्षा एवं लेखा विभाग के सभी विभागीय प्रमुख,  
The Heads of Departments of IA&AD,  
(As per mailing list)

विषय: Filling up the post of Legal Assistant on deputation basis in the O/o the Principal Accountant General (A&E), Manipur, Imphal.

महोदया/महोदय,

Applications are invited from the eligible officers/officials for filling up the post of Legal Assistant in this office on deputation basis. Maximum age limit for the appointment by deputation shall not exceed 56 years as on closing date of receipt of application.

2. Criteria and Eligibility for the post of Legal Assistant:

Post	Feeder Cadre	Criteria	Eligibility
Legal Assistant	AAO/ Supervisor	AAO/Supervisor who can manage to handle legal cases	Work experience of 03 years in legal section. Law degree is preferable qualification.
	Auditor/Sr.Auditor/Asstt. Supervisor	Auditor/Sr.Auditor/Asstt. Supervisor suitable to handle legal cases.	Law Degree is mandatory. Work experience of 03 years in the legal section is preferable qualification

3. The period of deputation shall initially be of one year, subject to extension on performance and the requirements of service.

4. In this regard, it is requested to recommend the names of eligible officers/officials who are willing to apply for the post. The recommendations accompanied the following documents/certificates may kindly be forwarded to this office within 30 days of issue of this circular.

- Bio-data of the applicant duly filled in and attested by Head of Office.
- Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested on each page and
- Integrity Certificate/Vigilance Clearance Certificate.

इसे प्रधान महालेखाकार (लेखा एवं हकदारी) मणिपुर के अनुमोदन से जारी किया जाता है।

आपका विश्वासी,  
Digitally signed by  
Robert Moirangthem  
Date: 06-03-2025  
15:56:25

वरिष्ठ उप महालेखाकार (प्रशासन)



**कार्यालय महानिदेशक लेखापरीक्षा, केन्द्रीय व्यय  
पर्यावरण एवं वैज्ञानिक विभाग,  
नई दिल्ली 110 002**

**परिपत्र**

Subject: Filling up the vacancies for the posts of SAO/AAO in the O/o the DGACE (E&SD), New Delhi and its Branch Offices – **Extension of Deadline.**

The Office of the Director General of Audit, Central Expenditure (Environment and Scientific Departments), New Delhi, vide this office Circular dated 14.02.2025, had invited applications from willing and eligible SAO/AAO for filling up the posts of Senior Audit Officers (SAO) and Assistant Audit Officers (AAO) on deputation basis in this office and its Branch Offices. The last date for receiving applications was **25.02.2025.**

2. The last date for receipt of applications from willing and eligible applicants is hereby extended to **31.03.2025.**

3. In modification of Para 3(vii) of the previous circular, it is hereby informed that eligible applicants wishing to be considered for deputation to the post of SAO/AAO against the vacancy in the Branch Office may forward their application to the O/o the DGACE (E&SD), New Delhi via email at **pdaesd@cag.gov.in** or by other means.

4. The revised vacancies in the Cadre of SAO and AAO are as follows: -

SL. No.	Office Name	Name of the Post	Vacancy
1.	O/o the DGACE (E&SD), New Delhi, Head Office	SAO (Civil)	03
2.	O/o the DGACE (E&SD), Kolkata Branch	SAO (Civil)	01
3.	O/o the DGACE (E&SD), Mumbai Branch	SAO (Civil)	02
4.	O/o the DGACE (E&SD), Bengaluru Branch	SAO (Civil)	02
5.	O/o the DGACE (E&SD), Kolkata Branch	AAO (Civil)	04
6.	O/o the DGACE (E&SD), Mumbai Branch	AAO (Civil)	01
7.	O/o the DGACE (E&SD), Bengaluru Branch	AAO (Civil)	02
8.	O/o the DGACE (E&SD), Chennai Branch	AAO (Civil)	01

5. All other terms and conditions of the Deputation Circular dated 14.02.2024 (enclosed herewith) remain the same.

भवदीय,

Digitally signed by

LALIT KUMAR VIMAL

Date: 04-03-2025

17-16-24  
उप-निदेशक (प्रशासन)

To,

**All Civil Audit Offices of IA&AD**

(As per mailing list)

**कार्यालय महानिदेशक लेखापरीक्षा, केन्द्रीय व्यय  
पर्यावरण एवं वैज्ञानिक विभाग  
नई दिल्ली - 1100 002**

**परिपत्र**

**विषय : Filling up the vacancies in the post of SAO/AAO in the O/o the DGACE (E&SD) New Delhi and its Branch Offices-reg.**

Applications are invited through proper channel for filling up vacancies in the cadre of Senior Audit Officer (Pay Level 10/11) and Assistant Audit Officer (Pay Level 8/9) on deputation basis in the following offices: -

SL. No.	Office Name & Email ID	Name of Post	Vacancies
(1)	(2)	(3)	(4)
1.	O/o the DGACE (E&SD), New Delhi Head Office (email: - pdaesd@cag.gov.in)	Sr. Audit Officer (Civil)	02
2.	O/o the DGACE (E&SD), Mumbai Branch (email: - bresdmumbai@cag.gov.in)	Sr. Audit Officer (Civil)	02
3.	O/o the DGACE (E&SD), Bangalore Branch (email: - bresdbangalore@cag.gov.in)	Sr. Audit Officer (Civil)	02
4.	O/o the DGACE (E&SD), Mumbai Branch (email: - bresdmumbai@cag.gov.in)	Assistant Audit Officer (Civil)	01
5.	O/o the DGACE (E&SD), Bengaluru Branch (email: - bresdbangalore@cag.gov.in)	Assistant Audit Officer (Civil)	02
6.	O/o the DGACE (E&SD), Chennai Branch (email: - sosd@cag.gov.in)	Assistant Audit Officer (Civil)	01

2. Eligibility Criteria for the Post of **Senior Audit Officer**; Officers working in the Civil Audit Offices under IA&AD: -

- Holding post of Senior Audit Officer in Pay Level 10/11 in pay matrix **and**
- Having minimum 4 years of experience as Sr. Audit Officer

- iii. Having "Outstanding" APARs for the last 5 Years.
- iv. Age of the applicant should not exceed 56 years of age on the closing date of the receipt of the applications.
- v.

3. Eligibility Criteria for the Post of **Assistant Audit Officer**; officers working in the Civil Audit Offices under IA&AD: -

- i. Holding post of Assistant Audit Officer in Pay Level 8/9 in pay matrix **and**
- ii. Having minimum 4 years of experience as Assistant Audit Officer
- iii. Having "Outstanding" APARs for the last 5 Years.
- iv. Age of the applicant should not exceed 56 years of age on the closing date of the receipt of the applications.

**3. The other terms and conditions are given below: -**

- i. The deputation will be initially for a period of one year extendable on annual basis subject to administrative convenience
  - ii. The maximum age limit for appointment of deputation shall not exceed **56** years as on closing date of application
  - iii. The deputation will be subject to the extant Recruitment Rules, DoPT instructions and the Extant Deputation Policy of Headquarters' Office as amended from time to time
  - iv. Deputationists will be entitled for deputation allowance as applicable in accordance with the relevant instructions of DOPT as amended from time to time
  - v. The place of posting shall be the office for which the candidate applies for deputation
  - vi. While forwarding the application, the Competent Authority at Lending Organisation would clearly mention the names of Office and Post for which the Candidate applies
  - vii. If the candidate applies for the post of SAO/AAO in the Branch office, the applications along with required documents should be forwarded to the Director/Deputy Director of that Branch under intimation to Head Office (New Delhi) through emails as mentioned in the table
  - viii. Selection of the candidates for deputation will be decided by the Administration of this office.
4. The candidates who fulfil the criteria may submit their applications giving full-service particulars, bio- data in the proforma enclosed (Annexure-1) through Proper Channel which should reach this office on or before **25.02.2025**. While forwarding the application by the lending offices, the following

documents/certificates should be furnished

a. Certificate to the effect that

1. The particulars given by the applicant in the biodata are correct.
2. No vigilance/disciplinary case is pending against the applicant.
3. In case of selection, the applicant will be relieved for taking up his/her assignment
4. Attested copies of APAR of the applicant for the last 04 years

Encs: Annexure

भवदीय,

Digitally signed by  
LALIT KUMAR VIMAL  
Date: 14-02-2025  
उप निदेशक (प्रशासन.)  
16:50:17

To,

**All Civil Audit Offices of IA&AD**

(As per mailing list)

ANNEXURE-I

**BIO-DATA/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. 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 indicated as below :

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

6. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
7. 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/	c) Name of the parent office/ organization to which the	d) Name of the post and Pay of the post held in substantive

	contract	applicant belongs	capacity in the parent organisation
<p><b>7.1 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 &amp; Integrity Certificate.</p> <p><b>7.2 Note :</b> Information under Column 9(c) &amp; (d) 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/organisation</p>			
8. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
9. Additional details about present employment : Please indicate the name of your employer			
10. Please state whether you are working in the same Department			
11. 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			
<b>12. Total emoluments per month now drawn</b>			
Basic Pay in the PB	Grade Pay	Total Emoluments	
13. Whether belongs to SC/ST			

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 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 : \_\_\_\_/\_\_\_\_/\_\_\_\_



1/c

**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 of 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 is enclosed. (as the case may be)

**Countersigned**

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

**PROFORMA**

1.	Name of the applicant	
2.	Designation	
3.	Residential Address	
4.	Name of the parent office	
5.	Pay Band with Grade Pay	
6.	Present Basic Pay	
7.	Date of Appointment	
8.	Date/Year of passing SAS	
9.	Date of Promotion in the present cadre	
10.	Educational Qualification (attested copies to be furnished)	
11.	Any other qualification	
12.	Detail of experience	
13.	Details of deputation assignments held during last 05 years	

**Signature of Applicant****Place:****Date:**