



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

भारतीय लेखापरीक्षा तथा लेखा विभाग
राष्ट्रीय लेखापरीक्षा तथा लेखा अकादमी
शिमला - 171004

INDIAN AUDIT & ACCOUNTS DEPARTMENT
NATIONAL ACADEMY OF AUDIT & ACCOUNTS
SHIMLA - 171 004



लोकहितार्थ सत्यनिष्ठा

No. NAAA/Deputation/AAO/2024-25/ 4514

Dated: 13.03.2025

To

All Head of the Department (in the IA&AD)

(Except Overseas Audit Offices)

Subject: Filling up the posts of Sr. Audit Officer and Assistant Audit Officer by transfer on deputation basis in the National Academy of Audit & Accounts, Shimla-reg.

Madam/Sir,

The National Academy of Audit & Accounts, Shimla proposes to fill up vacant posts in the cadre of Sr. Audit Officer and Assistant Audit Officer on deputation basis. The initial period of deputation will be for 3 years, with the possibility of extension subject to the individual's continued suitability and administrative convenience. The deputation will be governed by the terms and conditions stipulated in Headquarters Circular No. 60-Staff (App)-I/14-2023 dated 27.01.2025. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

02. The eligibility conditions are as under: -

| Sl. No. | Name of the post and No. of the post | Level in pay Matrix | Eligibility/experience/terms & conditions |
|---------|--------------------------------------|---------------------|---|
| 1. | Sr. Audit Officer (03) | Level-10 | Sr. Audit Officer/Sr. Accounts Officer/ Assistant Audit Officer with seven years of regular service including service rendered in non-functional grade of Level - 9 (Rs. 53100-167800) of the pay matrix and having successfully completed mandatory training of two to four weeks in the field, as prescribed by the Headquarter Office. |
| 2. | Assistant Audit Officer (01) | Level-08 | Assistant Audit Officer/Assistant Accounts Officer/AAO (RT)/AAO(Adhoc)/ SAS passed candidates working in the Indian Audit & Accounts Department. |

03. In light of the above, it is requested, that the names of willing officials may be suggested who in the event of final selection, could be spared immediately in the event of their selection for the post of Sr. Audit Officer and Assistant Audit Officer on deputation basis. Kindly forward the recommendations, alongwith the following documents/certificates, via email to i.e.naaa@cag.gov.in by 11.04.2025-

ई-मेल : naaa.cag@nic.in

फैक्स : 0177-2657994

दूरभाष : 2803178, 2652458, 2658320

e-mail : naaa.cag@nic.in

Fax : 0177-2657994

Phone : 2803178, 2652458, 2658320

- i. Bio-data (2 copies) in the enclosed prescribed proforma.
- ii. Job profile duly signed by Branch Officer.
- iii. Photocopies of complete and upto date ACR/APARs for the last 5 years duly attested on each page
- iv. Integrity certificate/Vigilance Clearance certificate and statement of major/minor penalty during last 10 years.

This may please be widely circulated in your offices.

Yours faithfully,



Director (Admin.)

Biodata: Application for post of (Sr. AO/AAO)

| | | | |
|------------|--|--|---|
| 1. | Name in full (Shri/Smt/Ms) | | Latest Passport Size Photo |
| 2. | Present Post Held | | |
| 3. | Permanent Address | | |
| 4. | Present Address | | |
| 5. | Date of Birth | | |
| 6. | Qualifications (i) Educational (ii) Professional | | |
| 7. | Office to which the applicant belongs (i) Parent Office (ii) Present Office | | |
| 8. | Whether belongs to SC/ST/Neither | | |
| 9. | Date of entry into Government Service | | |
| 10. | Date of entry in IA&AD | | |
| 11. | Proficiency in Computers, Details may be given | | |
| 12. | Present Pay and Pay Level | | |
| 13. | Details of MACP/Financial upgradation/NFU (I, II or III), if any granted and date of grant of such pay upgradation | | |
| 14. | Mobile Number and official email ID | | |
| 15. | Experience and knowledge of working in Administration/OE/Logistics & Support/Bills/ Training Section, Field Audit, if any (full details) | Separate Sheets may be added, if needed. | |

I hereby declare that the above particulars furnished by me are correct and true to the best of my knowledge.

(Signature of the applicant)

It is certified that the above particulars furnished by the official were verified from the service record and found to be correct.

Signature of the Head of the Office (with Stamp)

Place:

Date: