



No. PAG (Au)/AP/Admn-I/HR-II/Dept./F-01/2024-25/

Date: 18-04-2024

NOTICE No. 01

Senior Audit Officers/Assistant Audit Officers/PAs of both civil and Commercial cadres, who are willing to be considered for empanelment for posting to O/o Principal Director of Audit, London and O/o Principal Director of Audit, Washington may submit their Biodata in the enclosed proforma in Administration Section latest by **23.04.2024**.

The following guidelines/criteria will be considered for selecting an officer for recommendation: -

1. The Sr.AOs/AAOs must have at least 7 full years 'outstanding' APARs in the last 10 years. PAs should have at least 4 'outstanding' APARs in the last 10 years. In case, the total service of the officers/official is less than 10 years, she/he should have at least the required number of 'outstanding' APARS during her/his entire service.
2. The officials/officers must have completed at least 3 years of service (for SAOs) and 5 years of service (for AAOs/PAs) in the respective grade as on 01.01.2024.
3. SAOs should not be over 53 years of age as on 01.01.2024; AAOs should not be over 51 years and PAs should not be over 54 years as on the above date. In case of officials who have earlier served in headquarters for at least 2 years, the age limit will be relaxed by one year,i.e. 54 years for Sr.AOs;52 years for AAOs; and 55years for PAs.
4. The officials/officers should not expect, in normal course, promotion to next grade till end of their postings in the overseas Audit Office. However, those who are willing to forego their placement in higher grade on promotion till end of their tenure in the overseas Audit office may apply.
5. The officers/officials who have had a posting abroad (including Bhutan) either in IA&AD offices or in other offices, officers/officials on Deputation/Foreign Service outside the Department need not apply.
6. The officers (Sr.AOs and AAOs) posted abroad are required to serve in C&AG's office at New Delhi for 3 years on return and, therefore, those willing for posting to Headquarters office at New Delhi on return, should only apply. This would not be applicable in case of PAs.
7. The officials/officers who had earlier been on deputation, in India, outside IA&AD, must have completed a compulsory cooling-off period of 3 years in the department as on 01.01.2024.

8. The Officials/officers should be clear from vigilance and disciplinary angle and should not have been awarded any minor/major penalty in the past.
9. SAOs/AAOs should have adequate experience in audit. Proficiency in computer software applications, particularly MS Office is a must. In case of PAs, preference will be given to those having experience in Stenography, Typing, both in English/Hindi and proficiency in MS Office.
10. The officers/officials should possess a substantially high capacity to do original work.
11. The officials/officers and their dependents should possess an ability to get along with others and to maintain dignity and decorum in personal and official life.
12. The officials'/officer's commitments at home should not be such as would hamper their effective performance of their official duties abroad.
13. The officials should have a small-sized family. The spouse should be able to speak and write English fluently.
14. The officials and their family should be good representatives of the country.
15. Education of College going children is very expensive abroad and posting abroad should not cause dislocation to family. Officials/Officers with younger children may be preferred. Upon being deputed for a posting abroad, no requests for extension of tenure, for any reason whatsoever, will be entertained.
16. The officials/officers should have a cosmopolitan attitude and be flexible in their habits.

TADI RAMA PRASAD
Senior Audit Officer (Admn-I)

Copy to:

1. SAO/IS Wing- *for placing on office website.*
2. Hindi Anubhag – *for translation.*