



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/Sr.AO/2025-26/1777

Dated: 03.09.2025

To

All Head of the Department (in the IA&AD)
(Except Overseas Audit Offices)

Subject: Filling up the posts of Sr. 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 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 and No. Matrix | Eligibility/experience/terms & conditions |
|---------|--------------------------------------|-----------------------------|---|
| 1. | Sr. Audit Officer (03) | Level-10 | Sr. Audit Officer/Sr. Accounts Officer holding analogous post on regular basis or 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. |

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 on deputation basis. Kindly forward the recommendations, alongwith the following documents/certificates, via email to naaa@cag.gov.in by **26.09.2025**:

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 Group Officer.
- iii. Photocopies of complete and up to 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 (Admn.)

Encl: as above

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

| | | |
|-----|--|--|
| 1. | Name in full (Shri/Smt/Ms) | |
| 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. |

**Latest
Passport Size
Photo**

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: