



अन्तर्राष्ट्रीय सूचना पद्धति एवं  
लेखापरीक्षा केन्द्र (आईसीसा)  
भारत के नियंत्रक एवं महालेखापरीक्षक  
का अन्तर्राष्ट्रीय प्रशिक्षण केंद्र  
[www.cag.gov.in/icisa/en](http://www.cag.gov.in/icisa/en)



SUPREME AUDIT INSTITUTION OF INDIA  
लोकहितार्थं सत्यमिच्छा  
Dedicated to Truth in Public Interest

International Centre for Information  
Systems & Audit (iCISA)  
International Training Centre of the Comptroller &  
Auditor General of India  
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No. iCISA/Admn-I-Est10DepM/7/e-file-3720/454

Dated: 17.10.2025

To

All IA&AD Offices  
(As per mailing list)

**Sub: Filling up of vacancies on deputation basis at iCISA, Noida.**

Sir / Madam,

Applications are invited for available vacancies for one post of AAO to be filled on deputation basis at International Centre for Information Systems and Audit (iCISA), Noida as detailed below:-

| Sl. No. | Name of the post                   | Pay Level |
|---------|------------------------------------|-----------|
| 1.      | Asst. Administrative Officer (AAO) | Level 8/9 |

1. Tenure of Deputation period will be initially of 3 (Three) years which can be extended subject to suitability/performance after following extant rules and orders for further tenure.
2. Candidates appearing for examinations outside IA&AD will not be considered for deputation to iCISA.
3. Priority will be given to the official/staff working at iCISA in allotment of residential quarters within the campus, subject to its availability.
4. Pay and Allowances would be regulated as per the applicable extant rules.
5. The essential and desirable qualifications is annexed (**Annexure-I**). The Names of willing officials satisfying the essential and desirable qualifications may please be forwarded through cadre controlling authority along with the **Bio-Data (Annexure-II)** and the abstracts of APARs/ACRs for the last three years (**Annexure-III**) to this office latest by **14.11.2025**.

**Enclosed:** Annexure – I to III

Dy. Director (Admn),  
iCISA Noida

**ANNEXURE – I**

Essential and desirable experience and qualification for the deputation

| Post  | Qualification   |
|---|---|
| Asst. Administrative officer (AAO) /<br>(As per Notice) | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Applicants should be holding analogous post.</li> <li>• The age of the applicant should not exceed 56 years on the closing date of receipt of applications.</li> <li>• Applicant should be Graduate in any discipline.</li> <li>• Applicant can be from any office under IA&amp;AD.</li> </ul> <p><b>Desirable/ Preferable</b></p> <ul style="list-style-type: none"> <li>• Preference will be given to candidates having professional certifications / IT qualifications / Technical qualifications / IT Experience and those comfortable in using IT systems.</li> </ul> |

**ANNEXURE-II****Proforma regarding the bio-data of the applicant**

|   |                                     |
|---|-------------------------------------|
| 1. Name   |                                     |
| 2. Designation  |                                     |
| 3. (i) Date of birth and<br>(ii) Age as on 01.10.2025   |                                     |
| 4. Qualification<br>(i) Educational<br>(ii) Professional  |                                     |
| 5. Office to which belongs<br>(i) Parent Office<br>(ii) Office and station in which<br>working at present           |                                     |
| 6. Whether belongs to SC/ST. If yes<br>please mention category  | Yes/No                              |
| 7. Date of entry into Govt. Service   |                                     |
| 8. Date of entry in IA&AD   |                                     |
| 9. Present Pay & Level  |                                     |
| 10. Detailed experience and posts held<br>(Attach separate sheet giving details<br>under this column, duly signed.) |                                     |
| 11. Proficiency in Computer:<br>(Details may be given)  |                                     |
| 12. Contact details (Phone/Mobile No.<br>& email address)   | Phone/Mobile No.:<br>Email address: |
| 13. Whether applied for any other<br>deputation within/outside IAAD. If<br>yes, details may be provided.            |                                     |
| 14. Any additional information to be<br>provided  |                                     |

The information furnished above are correct to the best of my knowledge.

Dated signature of the candidate

**Annexure – III****ABSTRACTS OF APARs/ACRs in respect of ..... (Name of the candidate)**

| 2024-25* | 2023-24 | 2022-23 | 2021-22 | 2020-21 |
|----------|---------|---------|---------|---------|
|          |         |         |         |         |
|          |         |         |         |         |
|          |         |         |         |         |
|          |         |         |         |         |
|          |         |         |         |         |

\*If available

It is certified that:

- (i) I have verified the grading from the original APARs and found correct  
(ii) No vigilance or disciplinary case is either pending or contemplated against the above officials. No major penalty has been imposed on the above officials in the past.

Date: .....

Sr. AO (Admn.)

Place: -----

O/o-----