

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
NEW DELHI.

No. 1325 -Staff (App)-I/05-2020/Vol.II

Dated:- 18/11/2020

To

1. All the Heads of Department of IA&AD (Except MAB & A&E Offices).
2. Director (P).

Subject: Filling up the post of Finance Officer in Gandhigram Rural Institute, Tamil Nadu on deputation basis-regarding.

Sir / Madam,

I am directed to intimate that the Gandhigram Rural Institute(Deemed University), Tamil Nadu proposes to fill up the post of Finance Officer in Gandhigram Rural Institute, Tamil Nadu in Level-14 of Pay matrix on deputation basis. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications. The eligibility criteria and qualifications as on last date of submission of application for this post are as follows:-

S. No.	Name of the post	Level in pay matrix	Eligibility/experience
1.	Finance Officer	Level-14	Sr. Audit Officer with five years regular service in the grade.

02. In this regard, it is requested to kindly recommend the names of Sr.Audit Officer who are willing and can be spared immediately in the event of their selection for the post of Finance Officer on deputation basis. The recommendations accompanied with the following documents/ certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N) latest by 27/11/2020.**

- (i) Bio-data (2 copies) in the enclosed prescribed proforma;
- (ii) Photocopies of complete and upto date APARs for the last 5 years duly attested on each page; and
- (iii) Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty, imposed during the last 10 years.

03. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently

04. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in Sr. AO and AAO cadres may specifically be indicated in the forwarding letter.

Encls:- As above.

Yours faithfully,



(R. K. Tiwari)

Sr. Administrative Officer (App)-I

BIO -DATA

1. Name of the post applied for :
2. Name :
3. Present post held
and Date from which present post held:
4. Date of Birth :
5. Gender: Male/Female :
6. Date of superannuation :
7. Educational Qualification :
8. Mobile No. & e-mail ID :
9. Permanent Address :
10. Postal Address :
11. Nature of duties performed as AAO/A.O/Sr. AO:
(Enclose a separate sheet duly authenticated by the department, if space below is insufficient)

From	To	Nature of duties performed

12. Level in Pay Matrix :
13. Basic Pay in Level in the Pay Matrix :

(Signature of candidate)

Date :

It is certified that particulars furnished are correct and no vigilance case/disciplinary proceedings or criminal proceeding is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years. The integrity of the officer is beyond doubt.

Signature of the Head of Department
(with stamp)