

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

No. 04 -Staff (App)-I/05-2020/Vol.III
Dated: 01 /01/2021

To

1. All the Heads of Department in IA&AD
(except Commercial Audit offices)
2. Director (P).

Subject: Filling up the posts of Section Officer (Level-10) on deputation basis-
regarding.

Sir / Madam,

I am directed to intimate that the Ministry of External Affairs (Administration Division), New Delhi has intimated to fill up the post of Section Officer in Lever-10 on deputation basis. 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:-*

S. No.	Name of the post	Level in pay matrix	Eligibility/experience
1.	Section Officer	Level-10 of Pay Matrix of 7 th CPC.	a) i. Sr. Account/Audit Officer. OR ii. Assistant Audit/Accounts Officer with three year regular service. OR iii. Sr. Auditor/Sr. Accountant with five year regular service. b) Officers should be conversant with Government of India's Financial Rules such as GFR, Delegation of Financial Power Rules, GAR, CPWD Manual, CPWD Accounts Code etc

03. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for the post of Section 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 18/01/2021.**

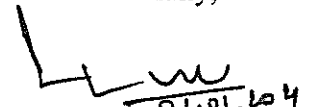
- i. Bio-data (2 copies) in the enclosed prescribed proforma;
- ii. Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested on each page and
- iii. Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty during last 10 years.

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

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

Encls:-As above.

Yours faithfully,


01.01.2021
(R. K. Tiwari)

Sr. Administrative Officer (App)-I

**APPLICATION PROFORMA FOR THE POST OF SECTION OFFICER ON
DEPUTATION BASIS IN MINISTRY OF EXTERNAL AFFAIRS**

1. Name & Designation :
2. Date of Birth :
3. Gender :
4. Date of Superannuation :
5. Educational Qualifications :
6. Mobile No. :
7. E-mail ID :

Paste your passport
size photo here

8. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department/ Office/Institution/ Organization	Post held	From	To	Level of Pay and basic pay therein	Nature of duties performed

9. Details of courses/ training programmes attended, if any:
10. Languages known :
11. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.
12. Remarks

(Signature of the candidate)

Date:

Address:

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years (or as the case may be) and his integrity is beyond doubt.

**Signature of the Head of Department
(With Stamp)**