

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

No. 302 –Staff (App)-I/05-2021/Vol.II  
Dated: 28/02/2022

To

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

**Subject:** Filling up the posts of Sr. Accountant in Level-6 in Ministry of Home Affairs, Directorate General, National Security Guard, New Delhi on deputation basis– regarding.

Sir / Madam,

I am directed to intimate that the Ministry of Home Affairs, Directorate General, National Security Guard, New Delhi has intimated to fill up post of Sr. Accountant 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 and number of the post	Level in pay matrix	Eligibility/experience/terms & conditions
1.	Sr. Accountant  02 posts	Level-6	Sr. Accountant/Sr. Auditor with two years' experience in the relevant field.

**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 Sr. Accountant on deputation basis. The recommendations accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 07/03/2022.**

**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. Accountant/Sr. Auditor cadres may specifically be indicated in the forwarding letter.**

Encls:-As above.

Yours faithfully,



(R. K. Tiwari)

Sr. Administrative Officer (App)-I

PROFORMA

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5. Name and Address (in block letters) :
6. Date of birth (in Christian era) :
7. Date of appointment in Govt. service :
8. Date of retirement under Central Govt. Rules :
5. Date of holding present appointment :
6. Pay Scale and Level of Pay Matrix of the present post :
7. Education and other qualifications :
8. Experience to work in Finance / Accounts:

9. Punishment during entire service :  
(Major/Minor showing month & year)

10. Commendation entries :

11. APAR Grading of last 5 years :

1	2016-17	
2	2017-18	
3	2018-19	
4	2019-20	
5	2020-21	

12. Medical Fitness

13. Remarks, if any :

Signature of Official

Designation  
Department/Office

COUNTERSIGNED