

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

No. 1134–Staff (App)-I/05-2022/Vol.II

Dated: 13/07/2022

To

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

Subject: **Filling up** the post of Junior Accounts Officer (Level-08) on deputation basis **Department** of Fertilizers, New Delhi

Sir / Madam,

I am **directed** to **intimate** that the Department of Fertilizers, New Delhi has **intimated** to fill up post of Junior Accounts Officer (Level-08) on deputation basis.

2. The **eligibility conditions** are as under:-

Name of post	Pay Scale	Eligibility Criteria
<u>Junior Accounts Officer</u>	Level 8	Asstt. Accounts/Audit Officers <b>Or</b> ,  SAS passed officials.  Maximum age limit shall not exceeds 56 years as on the closing date of receipt of application.

3. **In this regard**, it is requested to kindly recommend the names of eligible officials **who are willing** and can be spared immediately in the event of their selection for the post of Junior Accounts Officer (Level-08) on deputation basis after following the **provisions given in** Deputation Policy for non-IA&AS Officers for deputation **outside IA&AD** as **circulated** vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022. The **recommendations** accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I** **latest by 08/08/2022**:


- i **Application (in duplicate)** only in the prescribed proforma (Bio Data Proforma **enclosed**) of **willing and eligible** Candidates with certification by employer.
- ii **Duly attested copies** of each page of APARs for the last 5 years ( 2017-18 to 2021-22).

4. The Period of Deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organizations shall ordinarily not to exceeds three years.

6. Applications received after 08/08/2022 will not be considered under any circumstance.

Encls:-As above.

Yours faithfully,

  
13.07.2022

(R.K. Tiwari)

Sr. Administrative Officer Staff (App)-I



# BIO-DATA PROFORMA

1. Name & Address in Block letters ....
2. Date of Birth (in Christian era) ...
3. Date of retirement under Central/State Government rules ...
4. Educational Qualifications ...
5. Whether Educational and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualifications/ Experience required		Qualifications/ Experience possessed by the officer
Essential	(1) (2) (3)	
Desirable	(1) (2)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt./Orgn.	Post Held	From	To	Scale of pay and basic pay	Nature of duties



8. Nature of present employment, i.e. ad hoc or temporary or permanent.
9. In case the present employment is held on deputation/contract basis, please state

- (a) The date of initial appointment
- (b) Period of appointment on deputation/contract
- (c) Name of the parent office/organization to which you belong.

10. Additional details about present employment .....  
 please state whether working under-----

- (a) Central Government    ...    ...    ...
- (b) State Government    ...    ...    ...
- (c) Autonomous Civilization    ...    ...    ...
- (d) Government Undertaking    ...    ...    ...
- (e) Universities    ...    ...    ...

11. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale. ....

12. Total emoluments per month now drawn ....

13. Additional information, if any, which you would like to mention in support of your suitability for the post/ Enclose a separate sheet, if the space is insufficient. ....

14. Whether belong to SC/ST ....

15. Remarks    ...    ...    ...

Signature of the Candidate

Address-----

Date-----

Countersigned-----  
 (Employer)