

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

No. <sup>1315</sup> Staff (App)-I/05-2022/Vol.V

Dated: 25/08/2022

To

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

Subject: Filling up the post of Deputy Director of Accounts (Level 11) in Director of Accounts, Cabinet Secretariat, New Delhi on deputation basis.

Sir / Madam,

I am directed to intimate that Director of Accounts, Cabinet Secretariat, New Delhi has intimated to fill up post of Deputy Director of Accounts (Level 11) of pay matrix on deputation basis. Maximum age limit shall not exceed 56 years as on the closing date of receipt of application.

2. The eligibility conditions are as under:-

Name of post	Pay Scale	Eligibility Criteria
<u>Deputy Director of Accounts</u>	Level 11	Sr. Accounts Officer/ Sr. Audit Officer with 05 years of regular service in the grade <b>and</b> , Having experience of seven years in the Audit or Accounts.

3. 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 Deputy Director of Accounts in Level 11 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 12/09/2022:**

- i. Application (in duplicate) only in the prescribed proforma (Annexure 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).
  - iii. Latest vigilance certificate, integrity certificate and CR dossiers
4. Applications received after 12/09/2022 will not be considered under any circumstance.

Encls:-As above.

Yours faithfully,



(R.K. Tiwari)

Sr. Administrative Officer Staff (App)-I

**BIO-DATA / CURRICULUM VITAE PROFORMA**

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into service	
	ii) Date of retirement under Central / State Government Rules.	
4.	Educational Qualifications	
5.	Whether educational and other qualifications required for the post are satisfied. <b>(If any, qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)</b>	
<b>Qualifications / Experience required as mentioned in the advertisement/ vacancy circular</b>		<b>Qualifications /experience possessed by the officer</b>
<b>Essential</b> A) Qualification B) Experience		<b>Essential</b> A) Qualification B) Experience
		<b>other</b> A) Qualification B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective / Main subjects and subsidiary subjects may be indicated <b>by the candidate.</b></p>		

<p>6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.</p>	
<p><b>6.1 Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-date) with reference to the post applied.</b></p>	

7. Details of Employment, in chronological order,enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office / institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay and Level of the Pay Matrix of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

**\* Important:** Level in the Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Level in the Pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below;

Office / Institution	Cell and Level in the New Pay Matrix	From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent 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 the applicant belongs.	
<p><b>9.1 Note:</b> In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.</p> <p><b>9.2 Note :</b> Information under Column 9(b) &amp; (c) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization.</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. <b>Additional details about present employment :</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government  b) State Government  c) Autonomous Organization  d) Government Undertaking  e) Universities  f) Others</p>			

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. 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		
14. Total emoluments per month now drawn:		
<b>Level of the Pay Matrix</b>	<b>Pay</b>	<b>Total Emoluments</b>
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
<b>Basic Pay with Level in the Pay Matrix and rate of increment</b>	<b>Dearness Pay/interim relief / other Allowances etc., (with break-up details)</b>	<b>Total Emoluments</b>
<p><b>16.A Additional information</b>, if any, relevant to the post you applied for in support of your suitability for the post.          (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circulated / Advertisement)</p> <p>(Note : Enclose a separate sheet, if the space is insufficient)</p>		

<p><b>16.B Achievements :</b></p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>(i) Research publications and reposts and special projects</li> <li>(ii) Awards / Scholarships / Official appreciation</li> <li>(iii) Affiliation with the professional bodies / institutions / societies and</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research / innovative measure involving official recognition</li> <li>(vi) Any other information.</li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption / Re-employment Basis. # (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract).</p>	
<p># (The option 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

**Certification by the Employer / Cadre controlling Authority**

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

**2. Also certified that ;**

- i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt. \_\_\_\_\_
- ii) His / Her integrity is certified.
- iii) His / Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him / her during the last 10 years **Or** a list of major / minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

\_\_\_\_\_  
**(Employer / Cadre Controlling Authority with Seal)**