

Filling up of vacancies in various cadres on deputation basis.

Applications invited from:

All interested and eligible staff members

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section:

Wildlife Institute of India/Dehradun & CAG, HQrs. Office -18.09.2023

RTI, Jaipur and iCISA, Noida-19.09.2023



International Centre for Information Systems & Audit

International Training Centre of Comptroller & Auditor General Of India
www.cag.gov.in/icisa/en

No. 45 iCISA/Admn-I-Est10DepM/4/e-file-72968

Dated: 11.09.2023

To

All IA&AD Offices
(As per mailing list)

Sub: Filling up of vacancies on deputation basis at iCISA, Noida.

Applications are invited for anticipated vacancies for following posts to be filled on deputation basis at International Centre for Information Systems and Audit (iCISA), Noida as detailed below: -

Sl. No.	Post	Pay Level
1.	Supervisor / Asst. Supervisor / Accountant / Sr. Auditor/ Auditor	Level 5/6/7/8

1. Tenure of deputation period will be initially of 3 (Three) years which can be extended subject to suitability/performance after following extant rules and orders.
2. Candidates appearing for examinations outside IA&AD will not be considered for deputation to iCISA.
3. Preference will be given to the applicants who have prior work experience in training institutes / centres.
4. The applicants who have already applied earlier can also apply with fresh application.
5. Pay and Allowances would be regulated as per the applicable extant rules.
6. The essential and desirable qualifications is annexed (**Annexure-I**). The Names of willing officials fulfilling the essential and desirable qualifications may please be forwarded through cadre controlling authority along with the **Bio-Data (Annexure-II)** and the abstracts of APARs/ for the last three years (**Annexure-III**) to this office latest by **29.9.2023**.

Enclosed: Annexure – I to III

Hansha
Director (Admin),
iCISA, Noida

ANNEXURE – I

Essential and desirable experience and qualification for the deputation

Post	Qualification
Asst..Supervisor/ Sr.Auditor / Sr. Accountant/ Auditor/ Accountant (04)	<ul style="list-style-type: none">• Applicants should be holding analogous post.• The age of the applicant should not exceed 56 years on the closing date of receipt of applications.• Applicant can be from any office under IA&AD.• Applicant should have knowledge of Information Technology (IT) <p><u>Desirable/ Preferable</u></p> <ul style="list-style-type: none">• Preference may be given to candidates having professional certifications/IT qualifications/Technical qualifications/IT Experience and those comfortable in using IT systems.

ANNEXURE-II

Proforma regarding the bio-data of the applicant

1. Name	
2. Designation	
3. (i) Date of birth and (ii) Age as on 01.09.2023	
4. Qualification (i) Educational (ii) Professional	
5. Office to which belongs (i) Parent Office (ii) Office and station in which working at present	
6. Whether belongs to SC/ST. If yes please mention category	Yes/No
7. Date of entry into Govt. Service	
8. Date of entry in IA&AD	
9. Present Pay & Level	
10. Detailed experience and posts held (Attach separate sheet giving details under this column, duly signed.)	
11. Proficiency in Compute: (Details may be given)	
12. Contact details (Phone/Mobile No. & email address)	Phone/Mobile No.: Email address:
13. Any other information	

The information furnished above are correct to the best of my knowledge.

Dated signature of the candidate

Annexure – III

ABSTRACTS OF APARs in respect of (Name of the candidate)

2022-23*	2021-22	2020-21	2019-20

*The applicant, who's APAR for the financial year 2022-23 has been submitted to Reporting / Reviewing officer, can send grading of last three years before 2022-23.

It is certified that:

- (i) I have verified the grading from the original APARs and found correct
- (ii) No vigilance or disciplinary case is either pending or contemplated against the above officials. No major penalty has been imposed on the above officials in the past.

Date:

Sr. AO (Admn.)

Place: -----

O/o-----



भारतीय लेखापरीक्षा एवं लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर
Regional Capacity Building and Knowledge Institute, Jaipur



No. RTI/Jpr/F.5/K-97/Depu./Gr.-B&C(NG)/2023-24/271

दिनांक:- 08.09.2023

To/सेवामें,

All HoDs/ समस्त विभागाध्यक्ष,

All IA&AD's offices/ भारतीय लेखापरीक्षा और लेखा विभाग के समस्त कार्यालय,

Subject: - Regarding filling one (01) vacant post of Asstt. Supervisor/Sr. Auditor/Sr. Accountant/Auditor/Accountant on deputation basis.

विषय :- सहायक पर्यवेक्षक/वरिष्ठ लेखापरीक्षक/ वरिष्ठ लेखाकार/लेखापरीक्षक/ लेखाकार एक (01) रिक्त पद को प्रतिनियुक्ति के आधार पर भरे जाने के संबंध में।

महोदय/महोदया Sir/Madam,

One post of Asstt. Supervisor/Sr. Auditor/Sr. Accountant/Auditor/Accountant is proposed to be filled in the institute on deputation basis. Applications are invited through proper channel (*duly forwarded with approval of the cadre controlling officer*) for filling up the below mentioned post on deputation basis in Regional Capacity Building and Knowledge Institute, Jaipur.

संस्थान में सहायक पर्यवेक्षक/वरिष्ठ लेखापरीक्षक/वरिष्ठ लेखाकार/लेखापरीक्षक/लेखाकार के एक पद को प्रतिनियुक्ति के आधार पर भरा जाना प्रस्तावित है। क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर में प्रतिनियुक्ति के आधार पर नीचे उल्लिखित पद को भरने के लिए उचित माध्यम (*केंद्र नियंत्रण अधिकारी की मंजूरी के साथ विधिवत अग्रोपित*) से आवेदन आमंत्रित किए जाते हैं।

S.No. क्र.सं.	Post/पद	No of Post/ पदों की संख्या	Eligibility/Requirement योग्यता/आवश्यकता
1	Asstt. Supervisor/ Sr. Auditor/ Sr. Accountant/ Auditor/ Accountant (सहायक पर्यवेक्षक/ वरिष्ठ लेखापरीक्षक/ वरिष्ठ लेखाकार/ लेखापरीक्षक/ लेखाकार) (Level-5/6/7)	01 (एक)	<ul style="list-style-type: none">Holding Asstt. Supervisor/Sr. Auditor/Sr. Accountant/Auditor/Accountant post on regular basis in the parent cadreमूल कार्यालय में नियमित आधार पर सहायक पर्यवेक्षक/वरिष्ठ लेखापरीक्षक/वरिष्ठ लेखाकार/लेखापरीक्षक/लेखाकार के पद पर कार्यरत होPreference will be given to the candidates having experience in administration, training, e-office, PFMS, iBEMS and General Department.प्रशासन, प्रशिक्षण, ई-ऑफिस, PFMS, iBEMS और सामान्य विभाग में अनुभव रखने वाले उम्मीदवारों को वरीयता दी जाएगी।Having good knowledge of computers.कंप्यूटर का अच्छा ज्ञान होना।

The tenure of one term of posting on deputation basis would be initially for a period of 3 years (as per Hqrs circular no. 269/Trg. Div./42-A/2019, dated 18.09.2019 and No. 398/Trg. Div./42-A/2019, dated: 14.07.2020) extendable subject to willingness of the employee and at the discretion of the competent authority. However, the RCB&KI, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory. Deputation allowance will be payable as per rules from the date of joining.

प्रतिनियुक्ति के आधार पर पद की प्रारम्भिक अवधि 3 वर्ष (मुख्यालय के परिपत्र सं. 269/Trg. Div./ 42-A/2019, दिनांक 18.09.2019 तथा No. 398/Trg. Div./42-A/2019, दिनांक 14.07.2020) की होगी जिसे आगे कर्मचारी की इच्छा और प्राधिकारी के विवेक पर आगे बढ़ाई जा सकती है। हालाँकि, अगर प्रतिनियुक्त कर्मचारी का प्रदर्शन(performance) असंतुष्ट पाया जाता है तो, RCB&KI को उसको प्रत्यावर्तित करने का अधिकार होगा। कार्यग्रहण की तिथि से नियमानुसार प्रतिनियुक्ति भत्ता देय होगा।

The application of officials willing to serve in RCB&KI, Jaipur in the above mentioned capacity may kindly be forwarded along with the following documents latest by 29.09.2023.

उपर्युक्त कार्यक्षमता अनुसार RCB&KI जयपुर में सेवा देने के इच्छुक अधिकारियों के आवेदन को निम्नलिखित दस्तावेजों के साथ कृपया दिनांक 29.09.2023 तक भेजें।

- i) Particulars of applicant/Bio-data (Annexure enclosed).
आवेदक / बायो-डेटा (संलग्न संलग्न) के विवरण।
- ii) Vigilance clearance Certificate: It may be certified that no Disciplinary/Court/Vigilance case is pending or contemplated against the applicant.
सतर्कता मंजूरी प्रमाण पत्र: यह प्रमाणित किया जा सकता है कि आवेदक के खिलाफ कोई अनुशासनात्मक /न्यायालय/सतर्कता का मामला लंबित या विचाराधीन नहीं है।
- iii) Attested copies of APARs dossier for the last 5 years (Year 2022-23, 2021-22, 2020-21, 2019-20 & 2018-19). If APARs of this time period are not available, please send APARs of previous years along with gap sheets.
पिछले 5 वर्षों (वर्ष 2022-23, 2021-22, 2020-21, 2019-20 & 2018-19) के लिए APARs dossier की सत्यापित प्रतियाँ। यदि इस समयावधि की APARs उपलब्ध नहीं है तो, कृपया गैपशीट के साथ इससे पूर्वोत्तर वर्षों की APARs भेजें।
- iv) Name of only those candidate be recommended who can be relived immediately on selection.
केवल उन्हीं अभ्यर्थियों के नाम की अनुशंसा करे जिन्हें चयन पर तुरंत कार्यमुक्त किया जा सकता है।

This issues with the approval of the Principal Director General.

यह प्रधान निदेशक महोदय द्वारा अनुमोदित है।

Yours faithfully/भवदीय,

Sr. Administrative Officer (Admn)/

वरिष्ठ प्रशासनिक अधिकारी/प्रशा.

ए. जी. कॉलोनी, बजाज नगर, जयपुर – 302015

A.G. Colony, Bajaj Nagar, Jaipur – 302015

दूरभाष / Tel.: 0141-2704709, फैक्स / Fax: 0141-2702927

ई-मेल / E-mail: rtijaipur@cag.gov.in, वेबसाइट / Website : www.rtijaipur.cag.gov.in

Application for the post of Asstt. Supervisor/Sr. Auditor/

Sr. Accountant/Auditor/Accountant

1.	Name of full(S/Shri/Smt/Ms)	
2.	Present Post held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications i) Educational ii) Professional	
7.	Office to which the applicant belongs i) Parent Office ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Post & Date of entry into IA&AD	
	i) Post (from.....to.....)	
	ii) Post (from.....to.....)	
	iii) Post (from.....to.....)	
	iv) Post (from.....to.....)	
11.	Whether probation period complete or not	

12.	Present Pay Level and Pay	
13.	Proficiency in computers, Details may be given	
14.	Mobile Number and officials email ID	
15.	Work experience	
16.	Any other relevant details	

Date:

Place:

(Signature of Applicant)

It is certified that the above particulars furnished are correct as per our office records and no disciplinary/vigilance action is pending against him/her.

Signature of the Head of the Department (with Stamp)

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

No. ¹²⁶⁸ -Staff (App)-I/01-2023/Vol.I

Dated: 11/09/2023

To

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

Subject: Filling up the post of Section Officer (level 08) in Wildlife Institute of India, Dehradun on deputation basis.

Sir / Madam,

I am directed to inform that Wildlife Institute of India, Dehradun has intimated to fill up two posts of Section Officer (level 08) on deputation basis. Maximum age limit for applicants should not exceed 56 years as on the closing date of receipt of applications. The period of deputation will be initially for a period of three years, extendable for a further period of two years. Eligibility criteria to fill up the post are as follows:

Name of post	Pay Scale	Eligibility Criteria
Section Officer	Level 08	i) Assistant Audit/ Accounts Officer ii) Assistant Supervisor with 02 years of experience.

2. 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 above mentioned post 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 25/09/2023:**

- 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 (2018-19 to 2022-23) along with summary of APARs as per the enclosed annexure.
 - iii. Latest vigilance certificate, integrity certificate, details of penalty if any imposed during the last 05 years, cadre clearance certificate and CR dossiers.
4. Applications received after **25/09/2023** will not be considered under any circumstance.
5. **In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department.**

Yours faithfully,

Encls:-As above


(Sanjay Kumar)

Sr. Administrative Officer (Staff App-I)

Annexure-I

**PROFORMA FOR APPLICATION FOR THE POST OF SECTION OFFICER ON
DEPUTATION AT WII**

1. Name (In Capital Letters) _____
2. Name of Present Office _____
3. Current Post _____
4. Correspondence address _____
5. Date of Birth _____
6. Mobile No. _____ Alternate Mobile No. _____
7. Email ID _____
8. Date of Retirement: _____
9. Educational Qualifications:
(a) (Starting from highest qualification to lowest. Enclose a separate sheet,
duly authenticated by your signature, if the space below is insufficient)

Sl. No.	Educational Qualification	Name of Education Board/University

- (b) Details of Training Programme attended:

Sl. No.	Details of Training Programme	Year of participation

109/c

10. Nature of present employment i.e ad-hoc or Temporary or quasi- permanent or permanent.
11. Details of employment, in chronological order
(Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/ Department	Post held		Level in the Pay Matrix	Nature of duties
	From	To		

Signature of Candidate

Address _____

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

To

दिनांक / DATE 11.09.2023

**All Heads of officers in IA&AD
(As per mailing list except Overseas Audit Offices
and Commercial Audit Offices)**

Subject: Filling up of vacant posts of AAOs in Headquarters office on deputation basis

Madam/Sir,

The Headquarters is looking for suitable/ willing AAOs from field offices, who can be inducted in this office on deputation basis in pay level of Pay Matrix-8/9 against the vacancies as per the preferred skill mentioned as under:

- (i) having Bachelor's degree in Science/Technology**
- (ii) Experience in IT related work or Audit**
- (iii) Any Experience in imparting training**
- (iv) Excellent Communication skills**
- (v) Good problem solving and analytical skills.**

2. You are requested to sponsor the names of eligible and willing officials of your office having requisite qualification /experience and having excellent service record, who are clear from vigilance angle and Major/Minor Penalty and can be spared and relieved of their duties immediately upon their selection on deputation to this office.

3. The initial period of deputation will be for one year and may be extended thereafter subject to suitability and administrative convenience.

4. The service particulars copies of Annual Performance Appraisal Report for the preceding five years of willing of willing and eligible officials along with Disciplinary/Vigilance clearance certificate, Major/Minor penalty certificate may kindly be sent to the undersigned latest by **25.09.2023**.

5. This issues with the approval of competent authority.

Yours faithfully,

(P. S. Rao)

Senior Administrative Officer-Consultant/Estt.