

Filling up of vacancies in the cadre of Assistant Audit Officer (Group B)  
on deputation basis.

**Applications invited from:**

AAO cadre only

**Last date to submit Applications to Admn-1 Section through proper channel forwarded  
through concerned wing/section: 20.04.2022**



क्रमांक.....

No.

कार्यालय

महानिदेशक लेखापरीक्षा, वित्त एवं संचार  
शामनाथ मार्ग, (समीप पुराना सचिवालय) दिल्ली-110054

OFFICE OF THE

Director General Of Audit, Finance & Communication  
SHAMNATH MARG, (NEAR OLD SECRETARIAT), DELHI-110054

दिनांक 28/03/2022

Date

To

All Heads of Departments (IA&amp;AD)

(as per mailing list)

**Subject: Filling up vacancies in the cadre of Assistant Audit Officer (Group B) on deputation basis.**

Sir/Madam

Applications are invited from Assistant Accounts Officers/Assistant Audit Officers or Subordinate Accounts/Audit Service Examination passed staff of IA&AD offices (who are awaiting promotion to the post of Asstt. Accounts/Audit Officer in their respective offices and willing to serve this organisation on deputation basis) for filling up of vacancies of Assistant Audit Officer in Pay Level 8 or 9 of Central Civil Services (Revised Pay) Rules 2016 in the Office of the Director General of Audit, Finance & Communications, Delhi at Delhi station only on usual terms and conditions stipulated in Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay II) dated 17/06/2010 and as amended from time to time.

The eligibility criteria for transfer on deputation basis are as under:-

1. The deputation shall initially be for a period of one year only, which may be subsequently extended, subject to their continued suitability and administrative conveyance.
2. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment shall ordinarily not exceeding three years.
3. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.
4. The names of Assistant Accounts officers/Assistant Audit officers as well as SAS passed staff recommended for deputation should not be due for promotion as Sr. AO for at least next one year.
5. Deputationists will be eligible of Deputation (Duty) Allowance as per existing rules.
6. Duties of an Assistant Audit Officer may require them to do extensive touring in Delhi NCR for audit work.
7. Office of F&C Branch Offices are not eligible for applying for deputation against this circular.

It is requested to kindly forward the applications of interested officials who fulfil the above criteria, in the prescribed proforma (enclosed) as Annexure-I and who can be spared immediately on selection as Assistant Audit Officer on deputation with the recommendation of Cadre Controlling Authority along with attested copies of ACR/APAR for the last five years, integrity certificate and vigilance clearance certificate latest by 28/04/2022. Applications received thereafter will not be considered. This may be given vide publicity in your office.

This issues with the approval of the Director General of Audit (F&amp;C).

Encl.: As above

Yours faithfully

Director (Headquarters)

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block letters)	
2. Date of Birth (in Christian era) DD/MM/YYYY	
3. i) Date of entry into service DD/MM/YYYY	
ii) Date of Retirement under Central/State Government Rules	
4. Educational Qualifications	

5. 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 Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

- **Important:** Pay-Band and Grade Pay granted under M/ACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/M/ACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

<b>6. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent</b>			
<b>7. In case the present employment is held on deputation/contract basis, please state-</b>			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of Parent Office/ Organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization
<p><b>7.1 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 &amp; Integrity Certificate.</p> <p><b>7.2 Note:</b> Information under Column 7(c) &amp; (d) 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>			
8. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
<b>9. Additional details about present employment:</b> Please indicate the name of your employer.			
10. Please state whether you are working in the same Department.			
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.			
<b>12. Total emoluments per month now drawn</b>			
<b>Basic Pay</b>	<b>Level</b>	<b>Total Emoluments</b>	
13. Whether belongs to SC/ST			



I have carefully gone through the vacancy circular/advertisement and I am well aware 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)**