

**OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL EXPENDITURE),  
NEW DELHI-110002**

**LEGAL AND CONFIDENTIAL CELL**

**NOTICE**

**No. L&C/2-36/ Nairobi, Kenya/2024-25/ 450**

**Dated 06.11.2024**

**Sub: Inviting applications for nomination of Sr. AOs/AAOs for empanelment for posting to India Audit Office, Nairobi, Kenya**

Applications are invited from such Sr. AOs /AAOs on the subject cited above who fulfill the following guidelines/criteria:

- i. The officers must have at least 7 full years' Outstanding APARs in the last ten years. In case, the total service of the officer is less than 10 years, she /he should have at least the required number of 'outstanding' APARs during her/his entire service.
- ii. The officers should have completed at least 3 years of service (for Sr. AOs/) and 5 years of service (for AAOs) in their respective grades as on 1 January 2024.
- iii. Sr. AOs/ should not be over 53 years as on 1<sup>st</sup> January 2024 a AAOs should not be over 51 years of age as on 01.01.2024. In case of Officers who have earlier served in Headquarters for at least 2 years, the age limit will be relaxed by one year, i.e, 54 years for Sr. AOs and 52 years for AAOs.
- iv. The officers should not expect, in normal course promotion to the next grade in till end of their postings in the overseas Audit Offices
- v. The officers who have had a posting abroad (including Bhutan) either in our Offices or in other Offices, officers on Deputation/Foreign Service outside the Department are also not eligible. No exemption from this condition will be granted.
- vi. The officers posted abroad are required to serve at Headquarters at New Delhi for three years on return. Only those officials, who are willing for posting to Headquarters office at New Delhi on return, should apply.
- vii. The officers who had earlier been on deputation outside IA&AD, must have completed a compulsory cooling-off period of 3 years in the department as on 1<sup>st</sup> January 2024, before they are considered for this assignment.
- viii. The officer should be clear from vigilance and disciplinary angle and should not have been awarded minor/major penalty in the past.
- ix. Officers should have adequate experience in audit. Proficiency in computer software applications, particularly MS Office is a must.
- x. Officers should possess substantially high capacity to do original work.
- xi. The officers and their dependents should possess an ability to get along with others and to maintain dignity and decorum in personal and official life.
- xii. The officers' commitments at home should not be such as would hamper their effective performance of their official duties abroad.



- xiii. The officers should have a small sized family. The spouse should be able to speak and write English fluently
- xiv. The officers and their family should be good representatives of the country.
- xv. Education of college going children is very expensive abroad and posting abroad should not cause dislocation to family. Officers with younger children will be preferred. If selected and deputed for a posting abroad, no requests for extension of tenure, for any reason whatsoever, will be entertained.
- xvi. The officers nominated and his/her family should have a cosmopolitan attitude and be flexible in their habits.

Willing officers may submit their complete bio-data in the prescribed **Proforma-III** (in quadruplicate), available on the website 'www.dgace.cag.gov.in' latest by 11.11.2024 through their respective Heads of the Department. **Applications received after 11.11.2024 will not be considered.** The office shall not entertain any application after due date, on any ground whatsoever, including not being aware of this notice, or being posted in the field. **All applications are to be submitted in Legal and Confidential Cell with due recommendations of Director (Admn.)/ Sr. DAG (Admn.).**

  
Director (Admn.)

- i. All Notice Boards
- ii. All Group Officers of Offices of DGA (CE) and DGA (CR) are requested to ensure that all concerned officers posted in field and Headquarters under their control are duly informed.
- iii. Sr. DAG (Admn.), Office of the Accountant General (Audit) Delhi for information and circulation among the Sr. Audit Officers/ /Assistant Audit Officers of the Office of the Pr. Accountant General (Audit) Delhi.
- iv. Sr. A.O. (IS), for uploading this (along with Proforma III) notice on the website of this office.
- v. Sr. Audit Officer (Admn.), O/o the Accountant General (Audit) Delhi.
- vi. Secretary to DGA (CE)
- vii. Secretary to DGA(CR)
- viii. Secretary to A.G. (Audit) Delhi
- ix. Sr. Administrative Officer (OE & Bill), O/o the Comptroller & Auditor General of India, 9, Deendayal Upadhyaya Marg, New Delhi-110124: *for information to officers of this office on deputation to Headquarters office.*

\*\*\*\*\*



## Annexure-III

**Proforma showing the bio-data and family particulars of  
Sr.AOs/AAOs recommended for posting abroad  
(To be submitted in quadruplicate)**

1 Name	
2. Designation (Please also mention Civil/Commercial etc., wherever applicable)	
3. Gender (Male/Female)	
4. (i) Date of birth (ii) Age as on 01.01.2024	
5. Qualification (i) Educational (ii) Professional	
6. Office to which belongs (i) Parent Office (ii) Office and station in which working at present	
7. Whether belongs to SC/ST. If yes, please mention category.	Yes/No
8. Date of entry into Govt. Service	
9. Date of entry in IA&AD	
10. Year of passing SOG Examination	
11. Date of promotion/ appointment as AAO (including erstwhile SO) / SrAO (including erstwhile AO)	AAO (including erstwhile SO): SrAO (including erstwhile AO):
12. Number of years completed in the grade as on 1.1.2024 a) SrAO (AO/Sr.AO combined) b) AAO (SO/AAO combined)	
13. Present pay & Level	Rs.
14. Experience and posts held	<b>Attach separate sheet giving details under this column, duly signed.</b>
15. Details of previous deputation/foreign service/ UN Audit/Embassy Audit: Give period.	<b>Attach separate sheet giving details under this column, duly signed.</b>



16. Date of reporting to the cadre from deputation/foreign service outside IA&AD.	Mention date/month/year if applicable or write Not applicable.			
17. Whether cooling-off period of 3 years completed on 01.01.2024.	Yes / No			
18. Proficiency in Computer: (Details may be given)				
19. Details of family	<u>Sl. No.</u>	<u>Name</u>	<u>Relationship</u>	<u>Age</u>
20. Classes in which the children are studying and medium in which they are receiving education	<u>Sl. No.</u>	<u>Name</u>	<u>Class</u>	<u>Medium of Education</u>
21. The extent of actual proficiency of spouse in reading, writing and speaking in English (with educational qualification)				
22. Chances of promotion to next higher grade in the next five years.	<b>A Certificate to the effect to be furnished by the respective office(s).</b>			
23. Contact details (Phone No and email address)				
24. Any other information.				

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

In the event of my selection and posting in the overseas audit office, I am willing to serve the Headquarters office at New Delhi for a period of 3 years on return.

**Dated signature of the candidate**

**(Countersigned by the Group Officer in charge of Admn. of the concerned office)**

***Note: - Incomplete forms or forms not submitted in quadruplicate will not be accepted.***