

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय, नई दिल्ली

संख्या:1366-स्टाफ (नियुक्ति)-I/05-2019/खण्ड।।।

दिनांक: 14.11.2019

सेवा में

1. भारतीय लेखापरीक्षा एवं लेखा विभाग के सभी विभागाध्यक्ष
(वाणिज्यिक लेखापरीक्षा कार्यालयों को छोड़कर)
2. निदेशक (कार्मिक)

विषय: राष्ट्रीय अल्पसंख्यक आयोग, नई दिल्ली में प्रतिनियुक्ति आधार पर प्राशासनिक अधिकारी पीबी-3 + ग्रेड पे 5400/- (संशोधित लेवल-10 7 वाँ वेतनमान) का रिक्त पद भरने हेतु।

महोदय/महोदया,

मुझे यह सूचित करने का निर्देश हुआ है कि राष्ट्रीय अल्पसंख्यक आयोग, नई दिल्ली ने प्रतिनियुक्ति आधार पर प्राशासनिक अधिकारी पीबी-3 + ग्रेड पे 5400/- (संशोधित लेवल-10 7 वाँ वेतनमान) के वेतनमान का पद भरने की सूचना दी है। आरंभ में प्रतिनियुक्ति की अवधि तीन वर्ष होगी। प्रतिनियुक्ति हेतु आवेदक की आयु सीमा, आवेदन की प्राप्ति की अंतिम तिथि को 56 वर्ष से अधिक नहीं होनी चाहिए। पद का विवरण निम्नानुसार है:

क. स	पद का नाम, वेतनमान, पदों की संख्या	योग्यता तथा अनुभव
1.	प्राशासनिक अधिकारी पीबी-3 + ग्रेड पे 5400/- (संशोधित लेवल-10 7 वाँ वेतनमान)	लेखापरीक्षा अधिकारी/ लेखा अधिकारी; तथा (i) मन्यताप्राप्त विश्वविद्यालय से स्नातक डिग्री; तथा (ii) आवेदक को प्रशासन मामले का भी 5 वर्ष का अनुभव होना चाहिए।

02. इस संदर्भ में, उन योग्य अधिकारियों के नाम की सिफारिश करने का अनुरोध किया जाता है जो इच्छुक हैं और जिन्हें प्रतिनियुक्ति आधार पर प्राशासनिक अधिकारी के पद हेतु उनका चयन होने पर तत्काल पदमुक्त किया जा सके। निम्नलिखित दस्तावेजों/प्रमाण पत्रों के साथ सिफारिशों को **25/11/2019 तक सहायक नियंत्रक महालेखापरीक्षक (अराजपत्रित)** को भेजा जाए।

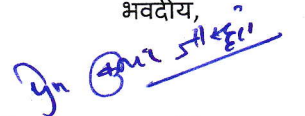
- i. संलग्न निर्धारित प्रारूप में बायोडाटा (2 प्रतियां);
- ii. किसी अधिकारी, अपर सचिव की रैंक से कम नहीं, द्वारा विधिवत रूप से प्रमाणित पिछले 5 वर्षों की एसीआर/एपीएआर की प्रमाणित प्रतियां और
- iii. सत्यनिष्ठा प्रमाण-पत्र/ सतर्कता तथा Integrity प्रमाण-पत्र और पिछले 10 वर्षों की मुख्य एवं शास्तियों का विवरण।

04. पद के लिए एक बार चयनित उम्मीदवार को बाद में उनकी उम्मीदवारी वापस लेने की अनुमति नहीं दी जाएगी।

05. सिफारिशें भेजते समय, Sr.AOs/AOs/AAOs संवर्ग में संस्वीकृत पदों की संख्या, पदस्थ व्यक्तियों और रिक्त पदों का विवरण अग्रेषण पत्र में विशेष रूप से दर्शाया जाना चाहिए।

संलग्नक:- यथोपरि

भवदीय,



(प्रेम कुमार जारुवार)

वरिष्ठ प्रशासन अधिकारी (नियुक्ति)-I

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

No. 1366 –Staff (App)-I/05-2019/Vol.III

Dated:- 14th November, 2019

To

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

Subject: Filling up the vacant post of Administrative Officer in Level – 10 of CCS (RP) Rules on deputation basis in National Commission for Minorities, New Delhi.

Sir / Madam,

I am directed to intimate that the National Commission for Minorities, New Delhi has intimated to fill up filling up vacancy for Administrative Officer on deputation basis. Applicants are requested to invariably indicate their e-mail and mobile number in their application form. The period of deputation initially for three years. The maximum age limit for appointment by deputation shall not be exceeding 56. The details of the post are as under:-

S. No.	Name of the post & scale of Pay	Qualification & Experience
1.	Administrative Officer Level – 10 of CCS (RP) Rules 2016 (Pre-revised PB-3 Rs.15600-39100 with the Grade Pay of Rs. 5400/-)	a) Audit/Accounts Officer; and b) Possessing the following educational qualifications and experience:- (i) Bachelor's Degree from a recognized University; and (ii) 5 years experience in Establishment or Administration matters.

02. 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 Administrative Officer on deputation basis. The recommendations accompanied with the following documents/certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N) latest by 25/11/2019.**

- i Bio-data (**2 copies**) in the enclosed prescribed proforma;
- ii Attested copies of ACR/APARs for the previous 5 years duly attested and
- iii Integrity Certificate / Vigilance & Cadre Clearance Certificate and statement of major/minor penalty during last 10 years.

04. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently.

05. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in Sr. AO, AO and AAO cadres may specifically be indicated in the forwarding letter.

Yours faithfully,

Encls:-As above.



(Prem Kumar Jaruhar)
Sr. Administrative Officer (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. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer	
Essential	Essential	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
Desirable	Desirable	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</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>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-data) with reference to the post applied.</p>		

Hr

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 ACP/MACP 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/MACP 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

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.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: 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.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organisation but still maintaining a lien in his parent cadre/ organisation			

W.H.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

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

Basic Pay in the PB

Grade Pay

Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of Increment

Dearness Pay/interim relief/other Allowances etc., (with break-up details)

Total Emoluments

16.A Additional Information. 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)

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professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

16.8 Achievements:

The candidates are requested to indicate information with regard to;

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarships/Official Appreciation
- (iii) Affiliation with the professional bodies/institutions/societies and;
- (iv) Patents registered in own name or achieved for the organization
- (v) Any research/ innovative measure involving official recognition vi) any other information.

(Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (STC)/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)

(The option of "STC" / "Absorption" / "Re-employment" are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").

18. Whether belongs to SC/ST

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 _____