

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

No. 1391 –Staff (App)-I/05-2019/Vol.III

Dated:- 25-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 – 11
(Rs.67700-208700) on deputation basis in National Test House, Kolkata.

Sir / Madam,

I am directed to intimate that the Ministry of Consumer Affairs, Food & Public Distribution, New Delhi has intimated to fill up filling up vacancy for Administrative Officer on deputation basis in National Test House, Kolkata a subordinate office under the Department of Consumer Affairs. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four 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 – 11 (Rs.67700-208700) of the pay matrix.	<p>I. Officers under the Central Government/State Government/Union Territories/ Autonomous Bodies/Statutory Bodies/PSUs/Research Institution/Universities:-</p> <p>(a) (i) holding analogous posts on regular basis; or (ii) with 5 years' regular service in posts in the pay level 10 in the pay matrix Rs.56100-177500; and</p> <p>(b) possessing the qualifications and experience prescribed as under:</p> <p>(i) degree of a recognized university or Institute; and (ii) five years' experience in accounts, administration and establishment work in a Govt. office or public sector undertakings or autonomous or statutory body.</p>

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 06/12/2019.**

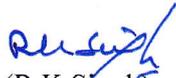
- i Bio-data (**2 copies**) in the enclosed prescribed proforma;
- ii Attested copies of ACR/APARs for the previous 5 years duly attested and
- iii Integrity Certificate / Vigilance & Cadre Clearance Certificate and statement of major/minor penalty during last 10 years.

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.


(R K Singh)
Sr. Administrative Officer (App)-I

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11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. Are you in Revised Scale or pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

13. Total emoluments per month now drawn.

14. Additional Information, if any, which you would like to mention in support of your suitability/ for the post (This among other things may provide information with regard to :-

- (i) Additional academic qualification
- (ii) 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).

15. Whether belongs to SC/ST

16. Remarks: (The candidates may indicate information with regard to

- (i) Research publication and reports and special project;
- (ii) Awards/ Scholarships/Official Appreciation;
- (iii) Affiliation with the profession bodies/institutions/ societies and
- (iv) Any other information.

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

I have carefully gone through the Vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of Selection for the post.

Date:

Signature of the
Candidate
Address
Telephone No.

Countersigned
(Employer with seal and telephone number)

Note: whenever there is a change of address or change in telephone number, the candidate/Employer should intimate the same.

Integrity Certificate

After scrutinizing the service records of Shri/Smt./Ms.....working as it is certified that there is no doubt about his/her integrity.

Name and Designation of the Officer with Stamp
(to be signed by the Officer not below the rank of Deputy Secretary level)

Major /Minor Penalties Certificate

This is certified that no major/minor penalties have been imposed on Shri/Smt./Ms.Working as During the last ten years.

Name and Designation of the Officer with Stamp
(to be signed by the Officer not below the rank of Deputy Secretary level)

Vigilance Clearance Certificate

This is to certified that neither Vigilance case/disciplinary/criminal proceedings are pending nor contemplated against Shri/Smt./Ms.working as He/She is clear from Vigilance angle.

Name and Designation of the Officer with Stamp
(to be signed by the Officer not below the rank of Deputy Secretary level)

Cadre Clearance Certificate

This is to certify that the competent authority has granted Cadre Clearance to Shri/Smt./Ms.....for applying to the post of Administrative Officer in National Test House on deputation basis.

Name and Designation of the Officer with Stamp
(to be signed by the Officer not below the rank of Deputy Secretary level)