



प्रधान महालेखाकार (सामान्य और सामाजिक क्षेत्र लेखापरीक्षा) के कार्यालय,

आंध्र प्रदेश और तेलंगाना, हैदराबाद- 500 004

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (G & SSA),

ANDHRA PRADESH & TELANGANA, HYDERABAD – 500 004

No. Admn-I/Deputation/F.149/2015-16/

Date: 28.08.2015

**NOTICE No: 21**

Applications are invited from officials who have passed the SAS (Civil Audit) examination held in March 2015 and those A&E officials who had passed SAS (Civil Audit) examination prior to March 2015 but were not absorbed in any Civil Audit Office till now, for filling of the posts in the cadre of Assistant Audit Officers in the pay band of Rs. 9300-34800 with Grade Pay Rs. 4800/- in this office. It is proposed to fill these vacancies initially on deputation basis followed by absorption. Your recommendation should include the Bio-data forms / Curriculum vitae (as per the enclosed proforma) in duplicate, service particulars of the officials(in original), copies of ACRs/APARs for the last 5 years, (each and every page of the ACRs/APARs including gap sheets, if any, should be attested), DC/VC clearance certificate, Inter-seniority list of the concerned officials, Composite statement of Cadre Clearance/Integrity Certificate/Vigilance Clearance/Major/Minor Penalty and the acceptance of the following terms and conditions by the individuals:

1. The deputation is only temporary and does not give any right for indefinite retention of the persons in the Offices to which they have been deputed.
2. Persons selected will have no claim for posting to field duty or otherwise, which will be regulated according to need. They will also be liable to be posted to Resident Audit Offices.
3. The Deputationists may be surrendered/replaced without assigning any reason, if found unsuitable. The term of deputation will be for one year at a time, extendable up to a maximum of three years.
4. Deputation is allowed with benefit such as Traveling allowance, Joining Time etc.
5. The deputation is subject to other usual terms and conditions applicable to deputation within IA&AD
6. Consequent on absorption, the relevant terms and conditions of appointment which were accepted by him/her at the time of his/her appointment in his/her parent office would continue to be applicable.
7. She/he may be allotted to any IA&AD office either in existence or to be created in future.

Applications of candidates who have already attained age of 56 years need not be forwarded

The last date for receipt of applications in this office is: **30-09-2015**

  
28.8.15  
Senior Deputy Accountant General (Admn.)

No. Admn-I/Deputation/F.149/2015-16/

Date: 28.08.2015

To

1. O/o AG (A&E), Hyderabad, Andhra Pradesh	14. O/o AG(A&E), Shillong, Meghalaya
2. O/o AG (A&E), Guwahati Assam	15. O/o Sr.DAG(A&E), Kohima, Nagaland
3. O/o AG (A&E) Raipur, Chhattisgarh	16. O/o AG(A&E), Bhubaneswar, Orissa
4. O/o AG(A&E), Rajkot, Gujarat	17. O/o AG(A&E), Chandigarh, Punjab
5. O/o AG(A&E) Chandigarh, Haryana	18. O/o AG(A&E), Jaipur, Rajasthan
6. O/o Sr.DAG(A&E), Shimla, Himachal Pradesh	19. O/o Sr.DAG(A&E), Gangtok, Sikkim
7. O/o Sr.DAG(A&E), Srinagar, J&K	20. O/o PAG(A&E), Chennai, Tamil Nadu
8. O/o AG(A&E), Ranchi, Jharkhand	21. O/o AG(A&E), Allahabad, Uttar Pradesh
9. O/o PAG(A&E), Bangalore, Karnataka	22. O/o AG(Accounts), Dehradun, Uttarakhand
10. O/o AG(A&E), Trivandrum, Kerala	23. O/o AG(A&E), Kolkata, West Bengal
11. O/o AG(A&E), Gwalior, Madhya Pradesh	24. Hindi Anubhag – for translation
12. O/o AG(A&E)-I, Mumbai, Maharashtra	25. Uploaded on internet (including bio-data form)
13. O/o AG(A&E)-II, Nagpur, Maharashtra	26. Notice Board

Copy to:

Asst. C&AG (N), O/o C&AG of India, New Delhi for information

### **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
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
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.	

7. 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 organization

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
<b>11. Additional details about present employment:</b>  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
<b>16. A Additional information,</b> 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) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)		
<b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/ Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/ innovative measure involving official recognition</li> <li>(vi) Any other information</li> </ul>		

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

### **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)**