

# भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय, नई दिल्ली

संख्या: 804 -स्टाफ (नियुक्ति)-I/05-2020/खण्ड I

दिनांक:06.07.2020

सेवा में

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

विषय: प्रतिनियुक्ति आधार पर उपनिदेशक (प्रशासन), उपनिदेशक (वित्त), सहायक निदेशक (प्रशासन), सहायक निदेशक (वित्त), सहायक अनुभाग अधिकारी (प्रशासन) तथा सहायक अनुभाग अधिकारी (वित्त) के रिक्त पदों को भरने हेतु।

महोदय/महोदया,

मुझे यह सूचित करने का निर्देश हुआ है कि स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अधीन राष्ट्रीय स्वास्थ्य प्राधिकरण, नई दिल्ली ने प्रतिनियुक्ति आधार पर निम्नलिखित पदों को भरना है। प्रतिनियुक्ति पर चयनित अधिकारी के वेतन सहित प्रतिनियुक्ति की शर्तें DoP&T के समय समय पर परिवर्तित OM No. 6/8/2009-Estt. (Pay-II) dated 17/06/2010 के आधार संचालित होंगे। प्रतिनियुक्ति हेतु आवेदक की आयु सीमा, आवेदन की प्राप्ति की अंतिम तिथि को 56 वर्ष से अधिक नहीं होनी चाहिए।

2 प्रतिनियुक्ति परिपत्र की योग्यता तथा अनुभव की शर्तें निम्न प्रकार हैं:

पद का नाम	वेतनमान	योग्यता तथा अनुभव
उपनिदेशक (प्रशासन) (5 पद)	लेविल-11	i. वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी जिहोने लेविल 10 मे 5 वर्ष सेवा की हो तथा ii. मान्यताप्राप्त विश्वविद्यालय से Master Degree तथा iii. प्रशासन संबंधी मामले का 5 वर्ष का अनुभव होना चाहिए।
उपनिदेशक (वित्त) (3 पद)	लेविल-11	i. वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी जिहोने लेविल 10 मे 5 वर्ष सेवा की हो तथा ii. वित्त तथा लेखों की या समकक्ष ट्रेनिंग सफलतापूर्वक पूरी की हो तथा वित्त, लेखों तथा बजट कार्य का 5 वर्ष का अनुभव होना चाहिए।
सहायक निदेशक (प्रशासन) (7 पद)	लेविल-8	सहायक लेखापरीक्षा अधिकारी/सहायक लेखा अधिकारी जिहोने 2 वर्ष सेवा की हो तथा ii. मान्यताप्राप्त विश्वविद्यालय से Master Degree तथा प्रशासन संबंधी मामले का 3 वर्ष का अनुभव होना चाहिए।
सहायक निदेशक (वित्त) (4 पद)	लेविल-8	सहायक लेखापरीक्षा अधिकारी/सहायक लेखा अधिकारी जिहोने 2 वर्ष सेवा की, वित्त, लेखों तथा बजट कार्य का 4 वर्ष का अनुभव होना चाहिए तथा वित्त, लेखों तथा ISTM के बजट की या समकक्ष ट्रेनिंग सफलतापूर्वक पूरी की हो

सहायक (प्रशासन) (4 पद)	अनुभाग	अधिकारी	लेवल-7	वरिष्ठ लेखापरीक्षक/वरिष्ठ लेखाकार जिहोने लेवल 6 मे 5 वर्ष सेवा नियमित की हो तथा मान्यताप्राप्त विश्वविद्यालय से Bachelor's Degree तथा तथा प्रशासन संबंधी मामले का 2 वर्ष का अनुभव होना चाहिए ।
सहायक (वित्त) (3 पद)	अनुभाग	अधिकारी	लेवल-7	SAS Passed वरिष्ठ लेखापरीक्षक/वरिष्ठ लेखाकार जिहोने लेवल 6 मे वित्त, लेखों तथा बजट कार्य का 5 वर्ष सेवा नियमित की हो तथा वित्त, लेखों तथा ISTM के बजट की या समकक्ष ट्रेनिंग सफलतापूर्वक पूरी की हो

02. इस संदर्भ में, उन योग्य अधिकारियों के नाम की सिफारिश करने का अनुरोध किया जाता है जो इच्छुक है और जिन्हें प्रतिनियुक्ति आधार पर उपरोक्त पदों हेतु स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अधीन राष्ट्रीय स्वास्थ्य प्राधिकरण, नई दिल्ली में उनका चयन होने पर तत्काल पदमुक्त किया जा सके। निम्नलिखित दस्तावेजों/प्रमाण पत्रों के साथ सिफारिशों को **31/07/2020 तक सहायक नियंत्रक महालेखापरीक्षक (अराजपत्रित)** को भेजा जाए।

- संलग्न निर्धारित प्रारूप में बायोडाटा (2 प्रतियां);
- किसी अधिकारी, अपर सचिव की रैंक से कम नहीं, द्वारा विधिवत रूप से प्रमाणित पिछले 5 वर्षों की एसीआर/एपीएआर की प्रमाणित प्रतियां और
- सत्यनिष्ठा प्रमाण-पत्र/ सतर्कता तथा Integrity प्रमाण-पत्र और पिछले 10 वर्षों की मुख्य एवं शास्तियों का विवरण।
- आवेदन की सभी जानकारी सत्य है इस बाबत प्रमाण-पत्र
- Cadre Clearance Certificate.

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, AAO. Sr. Accountant/Sr. Auditor 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,

*आर. के. तिवारी*  
06.07.2020  
(आर. के. तिवारी)

वरिष्ठ प्रशासन अधिकारी (नियुक्ति)-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
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.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
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.	
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.	

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 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/ organization but still maintaining a lien in his parent cadre/ organisation			

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		
Basis 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)		

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>(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)</p>	
<p>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)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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 \_\_\_\_\_

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**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)