

OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA NEW DELHI

No. 1256-Staff (App)-I/05-2020/Vol.I

Dated:- 02.11.2020

To

1. All the Heads of Department of IA&AD (Except MAB Offices).
2. Director (P).

Subject: Filling up the posts of Chief Administration Officer & Chief Accounts Officer in Level-11 of Pay Matrix in Arun Jaitely National Institute of Financial Management, Faridabad on deputation basis-regarding.

Sir / Madam,

I am directed to intimate that the Arun Jaitely National Institute of Financial Management under the Ministry of Finance, Govt of India, New Delhi has proposed to fill up the posts of Chief Administration Officer & Chief Accounts Officer in Level-11 in Pay Matrix on deputation basis. The maximum age limit for appointment on deputation shall not exceed 58 years as on the closing date of receipt of application. The eligibility criteria and qualifications as on last date of submission of application for this post are as follows:-

S. No.	Name & No. of the post	Level in pay matrix	Eligibility/experience
1.	Chief Administration Officer (01 Post)	Level-11	i) Sr. AOs With four years of regular service in Level-10 of the Pay Matrix. ii) Having administrative experience.
2.	Chief Accounts Officer (01 Post)	Level-11	i) Sr. AOs With four years of regular service in Level-10 of the Pay Matrix. ii) Having experience in Govt. Accounts and Finance.

02. In this regard, it is requested to kindly recommend the names of suitable officers who are willing and can be spared immediately in the event of their selection for the post of Chief Administration Officer & Chief Accounts Officer in Level-11 in Pay Matrix 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 16/11/2020.**

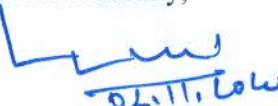
- (i) Bio-data (2 copies) in the enclosed prescribed proforma;
- (ii) Photocopies of complete and upto date APARs for the last 5 years duly attested on each page; and
- (iii) Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty, imposed during the last 10 years.

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

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

Encls:- As above.

Yours faithfully,



(R. K. Tiwari)

Sr. Administrative Officer (App)-I

BIO -DATA

- 1. Name of the post applied for :
- 2. Name :
- 3. Present post held
and Date from which present post held:
- 4. Date of Birth :
- 5. Gender: Male/Female :
- 6. Date of superannuation :
- 7. Educational Qualification :
- 8. Mobile No. & e-mail ID :
- 9. Permanent Address :
- 10. Postal Address :
- 11. Nature of duties performed as AAO/A.O/Sr. AO:

(Enclose a separate sheet duly authenticated by the department, if space below is insufficient)

From	To	Nature of duties performed

- 12. Level in Pay Matrix :
- 13. Basic Pay in Level in the Pay Matrix :

(Signature of candidate)

Date :

It is certified that particulars furnished are correct and no vigilance case/disciplinary proceedings or criminal proceeding is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years. The integrity of the officer is beyond doubt.

Signature of the Head of Department
(with stamp)