

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

No. 301 –Staff (App)-I/05-2021/Vol.II

Dated:- 28<sup>th</sup> February, 2022

To

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

Subject: Filling up the 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 one post of 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	(A) i. Sr. Audit/Accounts Officer; or ii. AAO with 3 years regular service; and B) Possessing the following educational qualifications and experience:- i. Bachelor's Degree from a recognized University; and ii. 3 years experience in Accounts, Administration, Establishment work..

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 11/03/2022.**

- 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 and AAO including AAO (Adhoc) cadres may specifically be indicated in the forwarding letter.

Encls:-As above.

Yours faithfully,



(R.K. Tiwari)

Sr. Administrative Officer (App)-I

344/c

ANNEXURE-II

**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.	



343/17

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			

34216

<p>If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>								
<p><b>11. Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>								
<p><b>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</b></p>								
<p><b>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</b></p>								
<p><b>14. Total emoluments per month now drawn</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Basic Pay in the PB</th> <th style="width: 33%;">Grade Pay</th> <th style="width: 33%;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Basic Pay in the PB	Grade Pay	Total Emoluments			
Basic Pay in the PB	Grade Pay	Total Emoluments						
<p><b>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.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Basic Pay with Scale of Pay and rate of Increment</th> <th style="width: 33%;">Dearness Pay/interim relief /other Allowances etc., (with break-up details)</th> <th style="width: 33%;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments			
Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments						
<p><b>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</b> (This among other things may provide information with regard to (i) additional academic qualifications (ii)</p>								



391 LC

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.B 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 \_\_\_\_\_