International Centre for Information Systems & Audit

International Training Centre of Comptroller & Auditor General of India
www.icisa.cag.gov.in

No.: Admn-i-Est10DepM/11/2019-Admn(efile 4646)/ 148   Dated: 08.07.2021

To,

   All IA&AD Offices
   (As per mailing list)

Subject: Filling up of vacancies at iCISA on deputation basis.

Sir/ Madam,

   Applications are invited for existing vacancy for following posts to be filled on deputation basis at International Centre for Information Systems and Audit (iCISA), NOIDA.

Sl. No.	Post	No. of Post	Pay Level
1.	Asst. Supervisor / Sr. Auditor / Sr. Acctt./ Auditor/ Acctt.	01	Level - 7/6/5
2.	Data Entry Operator Grade 'A'/'B'	01	Level 4

2.Tenure of Deputation period will be initially for 3 years subject to satisfactory service at iCISA which may be extended for further tenure.

3. For the purpose of Transport Allowance, Noida is regulated as per rates applicable to 'Other places' in terms of Ministry of Finance O.M. No. 21(2)/2008-E.II(B) dated 29.08.2008 and subsequent O.M. No. 21(2)/2015-E.II(B) dated 06.08.2015.

4. Priority will be given to the official/staff working at iCISA in allotment of residential quarters within the campus, subject to its availability.

5. Candidates appearing for examinations outside IA&AD will not be considered for deputation at iCISA.

6.The applicants who have already applied earlier may also submit fresh application.

7.The essential and desirable qualifications is annexed (Annexure-I). The Names of willing officials satisfying the essential and desirable qualifications may please be forwarded through cadre controlling authority along with the Bio-Data (Annexure II) and the abstracts of APARs/ACRs for the last three years (Annexure-III) to this office latest by 30.07.2021.

Enclosure: Annexures – I to III

08.07.2021

Director (Admn and Trg)
iCISA, NOIDA

ANNEXURE – I

Essential and desirable experience and qualification for post at iCISA

Post	Qualification
Asstt. Supervisor	**Essential** • Graduate in any discipline • Holding Analogous Post on regular basis in the parent cadre. **Desirable** • Technical Qualification viz. Engineering Graduate/Post Graduate/BCA/MCA etc. or Professional Certifications. • Preference would be given to persons with basic skills in Network management, Software/Hardware management. • Experience of Administration & Establishment, Budget and Expenditure.
Sr. Auditor/ Sr. Accountant/ Auditor/ Accountant	**Essential** • Graduate in any discipline • Minimum two years' experience **Desirable** • Technical Qualification viz. Engineering Graduate/Post Graduate/BCA/MCA etc. or Professional Certifications. • Preference would be given to persons with basic skills in Network management, Software/Hardware management. • Experience of Administration & Establishment, Budget and Expenditure.
Data Entry Operator	**Essential** • Holding Analogous Post on regular basis in the parent cadre. **Desirable** • Havingconsiderable working knowledge of PDF operations. (As the work relating to PDF hyperlinking/standardization have to be done for all CAG Audit Reports (including some legacy reports))

ANNEXURE-II

Proforma showing the bio-data of the applicant

1.	Name	
2.	Designation	
3.	(i) Date of birth and (ii) Age as on 01.01.2021	
4.	Qualification (i) Educational (ii) Professional	
5.	Office to which belongs (i) Parent Office (ii) Office and station in which working at present	
6.	Whether belongs to SC/ST. If yes please mention category	Yes/No
7.	Date of entry into Govt. Service	
8.	Date of entry in IA&AD	
9.	Present Pay & Level	
10.	Detailed experience and posts held (Attach separate sheet giving details under this column, duly signed.)	
11.	Proficiency in Computer (Details may be given)	
12.	Contact details (Phone/Mobile No. & email address)	Phone/Mobile No.: Email address:
13.	Any other information	

The information furnished above are correct to the best of my knowledge.

Dated signature of the candidate

Annexure – III

ABSTRACTS OF APARs/ACRs FOR THE LAST THREE YEARS UPTO 2020-21

Name :

Designation :

(Year-wise CR grading for the three* years to be given)

Sl. No.	2019-20	2018-19	2017-18	2016-17*	2015-16*
1.					
2.					
3.					
4.					
5.					

*If any of the APARs/ACRs of the recommended officer are not available for any periods during 2016-17and 2015-16, the grading for the previous periods, i.e., prior to 2016-17 may be given in the above annexure.

It is certified that:

(i)   I have verified the grading from the original APARs and found correct
(ii)   No vigilance or disciplinary case is either pending or contemplated against the above officials. No major penalty has been imposed on the above officials in the past.

Date:……………………..   Sr. AO (Admn.)*

Place------------------   O/o---

*If Sr. AO (Admn.) is not available, this certificate may please be signed by any higher authorities in charge of Administration {DAG/DD/Sr. DAG/Director(Admn)/Director(P)}