

No.A-12011/02/2020-Ad.I A
Govt. of India
Ministry of Finance
Department of Economic Affairs

North Block, Central Secretariat,
New Delhi, the 07th September, 2020

CIRCULAR

Subject:- Filling up of 01 (one) vacancy of Auditor in Level-5 in the pay matrix (pre-revised PB-1 of Rs. 5200-20200 plus GP Rs. 2800) in Ministry of Finance, Department of Economic Affairs on Deputation/absorption basis.

Applications in the prescribed proforma, as per the Annexure-II are invited from eligible persons for filling up the 01 (one) vacancy of Auditor in the Department of Economic Affairs, Ministry of Finance on deputation/absorption basis. The particulars regarding the post are given in Annexure-I.

2. It is requested that the applications of such eligible candidates, as are desirous of being considered for the post and who can be relieved immediately on selection, may be forwarded along with attested photocopies of last 5 years ACR dossier, Vigilance Clearance and Integrity Certificates to the undersigned within a period of 60 days from the date of issue of this circular. Applicants will not be allowed to withdraw their candidature at a later date. Applications received without the up to date CR Dossiers, Vigilance Clearance and Integrity certificate will not be entertained.

Hindi version will follow



(Sanjeev Gupta)

Under Secretary to the Government of India
Ph. No. 23095060

Copy to:

1. All Ministries/Departments of Government of India.
2. HIC – for Hindi version.
3. Assistant Editor (Advt.), Employment News, Publication Division, Ministry of I&B, 7th Floor, Sookhana Bhawan, CGO Complex, Lodhi Road, New Delhi with the request to publish the above vacancy circular in the forthcoming issue of Employment News.
4. O/o the CAA&A, Janpath Bhavan, New Delhi.
5. Director (NIC) with the request to upload the vacancy circular on the website of DEA, Ministry of Finance.
6. NIC, DoP&T with the request to upload the vacancy circular on the website of DoP&T.
7. Spare copies-15.

ANNEXURE -I

- | | | |
|---------------------------|---|---|
| 1. Name of the post | : | Auditor |
| 2. Number of vacancy | : | 01 (One) |
| 3. Classification | : | General Central Service,
Group-C, Non-Gazetted
Ministerial |
| 4. Ministry/Department | : | Ministry of Finance,
Department of Economic Affairs |
| 5. Scale of pay | : | Level-5 in the pay matrix (Pre-revised scale
of Rs. 5200-20200 + 2800 Grade Pay(Pay
Band-1) |
| 6. Method of Recruitment | : | Deputation/Absorption |
| 7. Eligibility conditions | : | |

DEPUTATION/ABSORPTION

- A. i) Officers of the Central Government holding analogous posts on regular basis in the organized accounts cadre; or
- ii) Upper Division Clerks from Central Government offices holding post on regular basis in Level-5 (pre-revised PB-1 of Rs. 5200-20200 with Grade Pay Rs. 2400 or equivalent with 5 years' service in the Grade; or
- iii) Lower Division Clerks of the Central Secretariat Clerical Service or other Central Government Offices in the Level-2 (pre-revised Pay Band-1 of Rs. 5200-20200 plus Grade Pay of Rs. 1900) having thirteen years regular service in the post ; and
- B. i) possessing working knowledge of computers;
- ii) having practical experience of two years in Budgeting and Accounting

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall be, not exceeding 56 years as on the closing date of the receipt of application.

PROFORMA

1. Post applied for
2. Name and address in Block Letters
3. Date of Birth
4. Date of Retirement under Central Govt. Rules
5. Educational Qualifications
6. 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)

Qualification/Experience
Required

Qualification/Experience
Possessed

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post?
8. Details of employment, in chronological order
(enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/Department	Post held	From	To	Scale of Pay	Nature of Duties
---------------------	-----------	------	----	--------------	------------------

and Basic Pay

9. Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent

10. In case the present employment is held on Deputation basis/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 belong.

11. Additional details about present employment
Please state whether working under
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organization
 - (d) Universities
 - (e) Others

12. Are you in the revised scale of Pay? If yes, Give the date from which the revision took place and also indicate the pre-revised scale.

13. Total emoluments drawn per month.

14. Whether belongs to SC/ST

15. Additional information, if any

16. Remarks, if any

Signature of the Candidate

Address _____

Service particulars given by the applicant are verified with reference to service records and found to be correct.

Signature with seal of the Competent Authority