

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

No. 755 –Staff (App)-I/05-2020/Vol.III

Dated: 20 /04/2021

To

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

Subject: Filling up the posts of Administrative Officer/Assistant Assessor and Collector on deputation basis– regarding.

Sir / Madam,

I am directed to intimate that the East Delhi Municipal Corporation, Delhi has intimated to fill up the 03 posts of Administrative Officer/Assistant Assessor and Collector on deputation basis. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

02. *The eligibility conditions are as under:-*

S. No.	Name of the post	Level in pay matrix	Eligibility/experience
1.	Administrative Officer/Assistant Assessor and Collector	Level-9	Asstt. Audit Officer/Asstt. Accounts officer with 2 years regular service; and <b>Possessing following essential educational qualifications and experience-</b> i) A Degree from a recognized University. ii) 3 years administrative experience in a responsible position.

03. In this regard, it is requested to kindly recommend the names of eligible officials who are willing and can be spared immediately in the event of their selection for above mentioned posts 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 03/05/2021.**

- i. Bio-data (2 copies) in the enclosed prescribed proforma;
- ii. Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested on each page and
- iii. Integrity Certificate / Vigilance 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 AAO cadre may specifically be indicated in the forwarding letter.

Encls:-As above.

Yours faithfully,



20/4/2021

(Nasir Khan)

Asstt. Administrative Officer/Staff (App)-I

**FOR THE POST OF  
ST-DELHI MUNICIPAL CORPORATION ON DEPUTATION BASIS.**

1. Name and Address in Block letters : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
2. Date of Birth (in Christian era) : \_\_\_\_\_
3. Date of Retirement under Central/State Government rules : \_\_\_\_\_
4. Educational Qualification : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
5. Whether educational and other qualifications required for the post are satisfied (details of given qualification) : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
6. Please state clearly whether in the light of entries made above, you meet the requirements of the post and eligible as per R.Rs. : \_\_\_\_\_
7. Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:-
 

Period		Post held	Pay Scales/ Grade Pay/ Pay Level	Office	Nature of duties.
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) The period of appointment on deputation/contract : \_\_\_\_\_
  - (c) Name of the parent office/organization to which belong : \_\_\_\_\_
10. Additional details about present employment. Please state whether working under:
  - (a) Central Government.
  - (b) State Government.
  - (c) Autonomous organization.
  - (d) Government Undertaking.
  - (e) Universities.
  - (f) Other.

Details of Pay scale on initial appointment and subsequent appointments.

Sl. No.	List of appointment/promotion	Date	Pay Scale/Grade Pay/Pay level	Whether held on Regular/Ad-hoc/ACP*/MACP* basis.
1.	Initial appointment in service			
2.	1 <sup>st</sup> promotion			
3.	2 <sup>nd</sup> promotion			
4.	3 <sup>rd</sup> promotion			
5.	4 <sup>th</sup> promotion			
6.	5 <sup>th</sup> promotion			

\*If financial up-gradation under ACP/MACP then please give details of regular promotion also.

12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

13. Remarks:

Date: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

Address: \_\_\_\_\_

Countersigned  
(Employer)

**CERTIFICATE**

(To be given by Head of Office of the Applicant)

1. It is certified that the particulars furnished by the official are correct.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
3. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
4. It is certified that the officer is eligible to hold applied post as per the provisions of the Recruitment Rules mentioned in deputation vacancy circular.

NAME OF THE OFFICER/DESIGNATION  
WITH OFFICIAL SEAL OF HEAD OF OFFICE

Date: \_\_\_\_\_

Note: The application should be forwarded through proper channel with approval of the competent authority.