

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

No. 206-Staff (App)-I/05-2022/Vol.II  
Dated: 19/05/2022

To

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

Subject: Filling up the posts of Accountant in Level-6 in Ministry of Rural Development, Department of Rural Development, New Delhi on deputation basis- regarding.

Sir / Madam,

I am directed to intimate that the Ministry of Rural Development, Department of Rural Development, New Delhi has intimated to fill up post of Accountant 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 and number of the post	Level in pay matrix	Eligibility/experience/terms & conditions
1.	Accountant  02 posts	Level-6	(i). Sr. Accountant/Sr. Auditor having experience of two years in Cash, Accounts and Budget work. (ii). Accountant/Auditor with six years regular service in Level-5 having experience of two years in Cash, Accounts and Budget work.

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 the post of Accountant on deputation basis. The recommendations accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 10/06/2022.**

- 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 Sr. Accountant/Sr. Auditor and Accountant/Auditor cadres may specifically be indicated in the forwarding letter.

06. Applications received after 10/06/2022 will not be considered under any circumstance.

Yours faithfully,

Encls:-As above.

  
19.05.2022

(R. K. Tiwari)

Sr. Administrative Officer (App)-I

Annexure-II

F.No.A-12023/05/2016- Estt.I  
Government of India  
Ministry of Rural Development

Passport size  
photograph  
duly attested  
by present  
employer

Proforma for application for the post of Accountant in the Department of Rural Development, Ministry of Rural Development on deputation or absorption (Including short-term contract) basis.

1. Name (in block letters) and address with mobile/telephone No.....  
.....  
.....
2. Date of Birth (in Christian era).....
3. Date of Retirement .....
4. Educational Qualification .....
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	Qualifications/ Experience possessed by the Officer
1.	
2.	

6. Please state clearly whether in the light of entries made by you at above, you meet the requirements of the post of Accountant.

.....

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institute/ Organization	Post held	From	To	Scale of pay/ pay band plus grade pay and basic pay	Nature of duties

8. Nature of present employment, i.e. ad-hoc or temporary 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 you belong.....

10. Additional details about your present employment. Please state whether working under:-

(a) Central Government .....

(b) State Government .....

(c) Autonomous Organization .....

(d) Government Undertakings .....

(e) Universities .....

(f) Others (Please specify) .....

11. 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/Pay Band / Grade Pay  
.....  
.....

12. Total emoluments per month now drawn .....

13. 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  
.....

14. Whether belongs to SC/ST .....

15. Remarks .....

Declaration: - I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

(Signature of the candidate)  
Address with Telephone No.

Date .....

Place.....

Slc

To be certified by the Cadre Controlling Authority/Employer

1. Certified that the particulars furnished by Shri /Smt. / Ms. ....  
.....have been verified from his / her service record and found correct.
2. The Officer is clear from vigilance.
3. (i) The Integrity Certificate and (ii) the statement showing major/minor penalty imposed on the Officer during the last 10 years are enclosed.
4. Up-to-date APAR dossier of the Officer or clear photocopies of APARs for last 5 years duly attested by a Gazetted Officer is enclosed.
5. In the event of selection for appointment to the post of Accountant in the Department of Rural Development, Shri /Smt. / Ms. ....will be relieved of his duties from this office immediately.

Signature, Name & Seal of the Employer/  
Cadre Controlling Authority

File No. ....

Date .....