
	<p style="text-align: center;">रक्षा लेखा महानियंत्रक कार्यालय CONTROLLER GENERAL OF DEFENCE ACCOUNTS उलान बटार रोड, पालम, दिल्ली छावनी - 10 ULAN BATAR ROAD, PALAM, DELHI CANTT. - 110010 Phone: 011-25665500/55, 25665554 E-mail: admnix.cgda@nic.in Web: www.cgda.nic.in</p>	
--	---	--

F. No.: AN/IX/9518/Deptn/2025

Dated: 09.09.2025

To

**All the PCsDA/PIFAs/ CsDA/IFAs
AN-IV (Local)
(Through CGDA Website)**

Subject: Filling up post of Auditor in the Office of Director of Accounts, Cabinet Secretariat on deputation basis.

Office of the **Director of Accounts, Cabinet Secretariat**, New Delhi has invited applications for filling up posts of Auditor in Level-05 of Pay Matrix as per 7th CPC on deputation basis.

2. Duties of the post along with eligibility criteria for the said deputation post are enclosed in Annexure 'A' for ready reference.
3. All eligible and willing officials with at least 03 years stay at the present station may forward their applications (Annexure-B) completed in all respect alongwith attested copies of APARs of the last five years and vigilance clearance/ integrity certificate (Annexure-C) so as to reach this HQrs office latest by 01.10.2025. The officials applying for the post are also required to furnish an undertaking to the effect that they have neither appeared for SAS Examination nor intend to appear for the same.
4. The other terms and conditions will be as per provisions of Department of Personnel & Training OM.No 6/8/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.
5. While forwarding the names of volunteers to HQrs office, it may please be ensured that the official strictly meets the stated eligibility criteria and he/she has completed mandatory "Cooling off" period of three years in case the individual has earlier served on a deputation post. The applications of individuals who are already under transfer may not be forwarded.
6. The application received after the due date or found incomplete will not be considered.

Encls: As above.

सतीश,
सतीश कुमार त्रिपाठी
वरि. लेखा अधिकारी (प्रशासन)

(11)

The eligibility for the post of Auditor is as per details given below: Annexure-A

Post	Pay Matrix	Duties of the post	Eligibility
Auditor	Level-5 of Pay Matrix	Scrutiny and passing of Bills, processing of pension cases, Authorisation of Pay & Allowances, Audit of Units and other miscellaneous administrative jobs.	<p>By Deputation/Absorption:</p> <p>(A) Officers under the Central Government or State Government or Autonomous Bodies, which are fully funded by the Central Government or State Government:</p> <p>(i) holding the analogous post on regular basis in the parent cadre; or</p> <p>(ii) with five years regular service in Level-4 of the Pay Matrix or equivalent grade in the parent cadre; and</p> <p>(B) having Bachelor's degree from a recognized University;</p> <p>Note 1.—The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for deputation shall be not exceeding fifty -six years as on the closing date of the receipt of applications.</p>

Note:

1. Officials who have either appeared for SAS/Departmental Examination or intend to appear for SAS/Departmental Examination and/or officials expecting promotion in the next 5 years, may kindly not be recommended.

BIO-DATA / CURRICULUM VITAE PROFORMA

Annexure-B

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.	State if 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).	
Essential Qualification/ Experience required as mentioned in the vacancy circular		Qualification/Experience possessed by the Officer
A. Qualification: - Bachelor's degree from a recognized University;		
B. Experience: - Officers under the Central Government or State Government or Autonomous Bodies, which are fully funded by the Central Government or State Government: (i) holding the analogous post on regular basis in the parent cadre; or (ii) with five years regular service in Level-4 of the Pay Matrix or equivalent grade in the parent cadre;		
5.1 In the case of Degree and Post Graduate Qualifications Elective/Main subjects and subsidiary subjects may be indicated by the Applicant.		
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: Lending Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Applicant (as indicated in the Bio-data) with reference to the post applied.		

7. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature.

Office/ Institution	Post held on regular basis	From	To	Pay Band and Grade Pay/Pay and Level of the Pay Matrix of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for
(1)	(2)	(3)	(4)	(5)	(6)

* **Important:** Level in the Pay Matrix granted under ACP/MACP are personal to the official and therefore, should not be mentioned. Only Level in the Pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the Pay Matrix where such benefits have been drawn by the Applicant, may be indicated as below:

Office/ Institution	Cell and Level in the Pay Matrix	From	To
(1)	(2)	(3)	(4)

8. In case the present employment is held on deputation basis, please state.

a) The date of initial appointment.	b) Period of appointment on deputation.	c) Name of the parent office /organization to which the applicant belongs.

8

8.1 Note: In case of officials already on deputation, the applications should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificates.

8.2 Note : Information under Columns 8 (b) and (c) 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/organization.

9. If any post was held on Deputation in the past by the Applicant, date of return from the last deputation and other details.

10. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

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.

12. Total emoluments per month now drawn:

Level in the Pay Matrix	Pay

(7)

13. In case the Applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest Salary Slip issued by the Organisation showing the following details may be enclosed.	
Basic Pay with Level in the Pay Matrix and rate of increment	Dearness Pay/interim relief/ Other Allowances etc. (with break-up details)
14. Does the applicant belong to a Scheduled Caste/Tribe?	
15. Others: (A) Has the Applicant appeared for SAS/Departmental Examination? (Yes/No) (B) Does the Applicant intend to appear for SAS/Departmental Examination and/or expecting promotion in next 5 years? (Yes/No) (C) Does the Applicant intend to appear for other competitive examinations held by SSC/UPSC/Any other Department/Organization of Govt. of India/State Govt? (Yes/No)	

I have carefully gone through the vacancy circular 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. 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.

Date_____

(Signature of the Applicant)

Address_____

Mobile No. _____

(6)

Annexure-C

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the Applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. **If selected, he/she will be relieved immediately.**

2. Also certified that ;

- i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt. _____
- ii) His/Her integrity is certified.
- iii) Photocopies of APARs for the 5 years w.e.f. 2019-20 to 2023-24 duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him / her during the last 10 years **Or** a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer / Cadre Controlling Authority with Seal)