



भारतीय लेखापरीक्षा एवं लेखा विभाग
कार्यालय महानिदेशक, अन्तर्राष्ट्रीय पर्यावरणीय लेखापरीक्षा एवं सतत् विकास केन्द्र
आर .टी .आई .केम्पस, ए.जी. कालोनी, बजाज नगर, जयपुर - 302015
INDIAN AUDIT AND ACCOUNTS DEPARTMENT,
OFFICE OF THE DIRECTOR GENERAL INTERNATIONAL CENTRE FOR
ENVIRONMENT AUDIT & SUSTAINABLE DEVELOPMENT
RTI Campus, A.G.Colony, Bajaj Nagar, Jaipur-302015



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No.DG/iCED/Admn./2023-24/F-161/Vol.XII/180

Dated: 31/07/2023

To

All IA&AD offices (**Audit Office only**) as per mailing list

Sub: Filling up of vacancies at iCED, Jaipur on deputation basis.

Sir/Madam,


Applications from suitable officials of IA&AD are invited for anticipated/available vacancies for the posts of Auditor/Sr. Auditor/Assistant Supervisor and Data Entry Operator on deputation basis at iCED, Jaipur.

2. The essential and desirable qualification is annexed (Annexure-I). The name of willing officials satisfying the essential qualifications may please be forwarded through cadre controlling authority along with the Bio-Data ((Annexure-II) and the abstracts of APARs/ACRs for the previous years (Annexure-III) to this office latest by **31st August 2023 (Thursday)**. The required documents of the eligible candidates may be scanned and sent by email by their respective offices to avoid postal delay. Those officials who have previously worked at iCED need not apply again.
3. The term of deputation will be for **three years** and may be extended thereafter, subject to his/her suitability, performance and administrative convenience. However, The Training Institute/Centre, however, reserves the right to repatriate a deputationist at any time.
4. A reference is invited to Headquarters Circular No 269/Trg.Div/42-A/2019 dated 18/09/2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in Training Institute/Centre was issued for strict compliance.
5. The institute works from Monday to Saturday (Second Saturday closed). While working at iCED, Jaipur, the selected official/officer will be entitled for Deputation allowance as admissible under extant rules.
6. For those making their own arrangements for accommodation in Jaipur, at present iCED has a Bus service between its base office at AG Colony, Bajaj Nagar, Jaipur and iCED's new campus at Kant Kalwar, Near Achrol, Jaipur.
7. Any of the terms and conditions mentioned above can be varied at the discretion of iCED, Jaipur.

This bears the approval of the Additional Deputy Comptroller and Auditor General & DG, iCED, Jaipur.

Yours faithfully,

Encl.: (Annexure-I, II & III)


Director/Admn

(Annexure-I)

Essential and desirable experience and qualification for the deputation

Post and (Pay Level)	Qualification
<p style="text-align: center;">Auditor/ Sr. Auditor/ Assistant Supervisor (Level -5/6/7)</p> <p style="text-align: center;">(SAS passed applicants who are likely to be promoted as AAOs/AAO-ad hoc in the next three years need not apply.)</p>	<p>Essential</p> <ul style="list-style-type: none">• Applicants should be holding analogous post.• Outstanding APAR for the last 3 years.• The age of the candidate should not exceed 56 years on the closing date of application for the post.• Applicant must be from ‘Audit office’ under IA&AD. <p><u>Desirable Qualification:</u></p> <ul style="list-style-type: none">• Administrative functions, including Notings-drafting, communication with Hqrs and other offices etc.• Experience in Auditing in Costal Regulation Zone and Coastal Ecosystem Management.• Experience in Audit of Marine i.e. Fisheries, Tourism, Mineral and Energy Resources.• Audit of Environment Impact Assessment procedures Interlinkage between SDGs and Audit of Costal & Marine Environment and preparation of audit guideline/risk assessment etc.• Engineering graduate/Post graduate/BCA/MCA etc or holding analogous certificate.• Experience in website content management/website development• Proficiency in Microsoft application (PowerPoint/Excel/Access/Word/Publisher etc.)• Experience in handling of software related to Budget Management (PFMS/iBEMS)/Training Management (SAI Training Portal)/e-Office/e-HRMS etc.
<p>Data Entry Operator (Grade ‘A’ & ‘B’ (Level - 4 & 5)</p> <p style="text-align: center;">(SAS passed applicants who are likely to be promoted as AAOs/AAO-ad hoc in the next three years need not apply.)</p>	<p>Essential</p> <ul style="list-style-type: none">• Applicants should be holding analogous post.• Outstanding APAR for the last 3 years.• The age of the candidate should not exceed 56 years on the closing date of application for the post.• Applicant must be from ‘Audit office’ under IA&AD. <p><u>Desirable Qualification:</u></p> <ul style="list-style-type: none">• Proficiency in Microsoft application (PowerPoint/Excel/Access/Word/Publisher etc.)• Experience in handling of software related to Budget Management (PFMS/iBEMS)/Training Management (SAI Training Portal)/e-Office/e-HRMS etc.

(Annexure-II)

Proforma regarding the bio-data of the applicant

1. Name and Address (in Block Letters)		
2. Designation		
3. Date of Birth (in Christian era)		
4. Contact No & Email ID (@cag.gov.in)		
5. Qualification)	Educational	
	Professional	
6. Date of entry into Govt. Service		
7. Date of entry into IA&AD		
8. Present Pay & Level		
9. Whether belong to SC/ST. (if yes please mention category)		Yes/No
10. Detailed experience and post held		(Attach separate sheet giving detail under this column, duly signed.)
11. Proficiency in Computer: (Details may be given)		
12. Whether applied for deputation in iCED earlier? If yes, when and for which post?		
13. Any other information		

I have carefully gone through the Vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. 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.

(Signature of the candidate)

Permanent Address:

Date: ____/____/____

(Annexure-III)

ABSTRACTS OF APARs/ACRs

in respect of (Name of the candidate)

2021-22	2020-21	2019-20	2018-19	2017-18

It is certified that:

- (i) I have verified the grading from the original APARs/ACRs 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:

Office of the