CIRCULAR

Sub: - Filling up the posts of Auditor (Level-5) in the office of the Director of Accounts, Cabinet Secretariat on absorption basis.

Office of the Director of Accounts, Cabinet Secretariat, New Delhi has invited nominations for filling up the posts of Auditor (Level-5) on absorption basis. Copy of circulars have been uploaded in SSB website as well as SSB portal in the WAN.

2. Competent Authority has approved to invite willingness from willing HC(Min) who are fulfilling the eligibility criteria as per DACS and who are serve in ANO/L,WE/NE region and completed 10 years regular service, for the post of Auditor in DACS on absorption basis.

3. In this regard willing officials are requested to send their willingness to this office through Mobile App “MySSB” or e-Das software on or before 17/12/18.

4. Application in prescribed format, DE/Vigilance clearance certificate, Integrity certificate and attested copies of APARs for the last five years will be sought after scrutiny as per eligibility criteria.

(A.K. Dey)  
Assistant Director (Pers-IV)

To

The IsG Frontier Qtrs. Patna, Lucknow, Silliguri, Guwahati, Ranikhet, Tezpur & Director, SSB, Academy Bhopal.

Copy to: -

1. The Assistant Director (CC), FHQ. SSB alongwith Circular with the request to upload the same in SSB website and SSB portal in the WAN.

2. The Incharge, EDP Cell – with the request to send the following message to all HC(Min). “For deputation to DACS on absorption basis as Auditor, please visit SSB website– Human Resource – Employees Deputation and MySSB App. Interested officials may apply through it”.

3. Shri. Rakesh Kumar HC(Tele), PIMS Cell, FHQ to upload the same in mobile App “MySSB” & e-DAS.

4. Notice Board

Assistant Director (Pers-IV)   
14/12/18
To

The Dy. Inspector General (Pers.),
Shastra Seema Bal,
Force Hq.,
East Block V, RK Puram,
New Delhi.

Sir,

The Office of the Director of Accounts, Cabinet Secretariat intends to fill up posts of Auditors in this office on absorption basis. The eligibility for the post is as per details given below:

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Pay Matrix</th>
<th>Duties of the post</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor</td>
<td>Level 5 of Pay Matrix</td>
<td>Scrutiny &amp; passing of Bills, processing of pension cases, Authorisation of Pay &amp; allowances, Audit of Units and other miscellaneous administrative jobs.</td>
<td>By absorption from amongst personnel 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 the Level 4 of the Pay Matrix or equivalent grade in the parent cadre; (iii) having Bachelor’s degree from a recognized University.</td>
</tr>
</tbody>
</table>

2. The O/o Director of Accounts is experiencing acute shortage of staff in the Sr. Auditor/Auditor level. It is therefore requested that the requirement may please be arranged to be widely circulated in your office to breed base the response.

3. The applications in the prescribed proforma (copy enclosed) along with copies of APARs for the last five years & Vigilance Clearance Certificate of the willing officials may please be sent to this office at an early date.

This issues with the approval of Director of Accounts, Cabinet Secretariat.

Encl: As above

Yours faithfully,

(JIWAN PARKASH)

DEPUTY DIRECTOR OF ACCOUNTS
BIO DATA

1. Post applied for
2. Name of the applicant
3. Date of Birth
4. Date of Appointment in Govt. Service
5. Permanent Home Address
6. Present Address
7. Educational Qualification
8. Post held with pay scale & date from holding the present post
9. Work experience
10. Whether SC/ST/OBC

SIGNATURE OF THE APPLICANT

Certificate by the Office

It is certified that the information furnished by the candidate has been verified from records and is found to be correct and no major/minor penalty was imposed on the candidate and no disciplinary/vigilance case is pending/contemplated against on him as on date. It is also certified that the integrity of the candidate is beyond doubt.

(Signature of Head of Office with office seal)