

No 4/1/2024-EO(MM-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Office of the Establishment Officer)

North Block, New Delhi
Dated, the 13th August, 2024

OFFICE MEMORANDUM

Subject: Filling up of the post of Internal Auditor and Financial Advisor (IAFA) [Level-13 of pay matrix] in Central Board of Secondary Education (CBSE), New Delhi under D/o School Education and Literacy on deputation basis.

This is regarding filling up the post of Internal Auditor and Financial Advisor (IAFA) [level 13 in the pay matrix] in Central Board of Secondary Education (CBSE), New Delhi under D/o School Education and Literacy.

2. IAFA, CBSE is responsible for the financial management and preparation of Annual Statement of Accounts and Budget estimate for approval of the Board through Secretary, CBSE. The post of IAFA is a pivotal assignment, which requires that the incumbent has wide knowledge and experience at responsible position in the fields of Finance, Budget, Audit, Investment and taxation related matters. The IAFA advises and assists the Secretary, CBSE in preparation of annual accounts and budget estimates, audit of annual accounts by the Accountant General and in managing the finances of the Board.

3. Officers of the rank of Deputy Secretary [05 years regular service in Pay level 12 of the 7th CPC (Rs. 78800-209200) or in equivalent grade]/Director (level -13) **from any Organized Group 'A' Audit or Account Services of the Government of India, eligible to be appointed under the Central Staffing Scheme**, are eligible for the above post. The period of deputation is for an initial period of 3 years, which may further be extended for a period of 2 years subject to availability of cadre clearance from the Cadre Controlling Authority.

4. The post may be circulated amongst the officers meeting out the above criteria prescribed for the post and names of willing and eligible officers who can be spared by the Ministries/Departments, may be forwarded/e-mailed to this Department along with **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and APAR dossiers for the last five years**. For officers working in the cadre, it may also be ensured that the 'cooling off' after a previous stint on deputation, if any, is completed and the officer is eligible for appointment on Central deputation as per extant instructions. Applications of those officers who are already working under Central Staffing Scheme/Non-CSS posts of GOI and meeting out the above criteria prescribed for the post, are required to be forwarded by their respective Ministries/Departments to this Department, along with the approval of their Minister-in-Charge.

5. The post is a Non-Central Staffing Scheme post to be filled up through the Civil Services Board (CSB) procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Government accommodation would be issued by this office to the officer appointed to the post. However, those officers who have served and are currently

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serving on Central Staffing Scheme post in Delhi for at least four years and require to retain Government accommodation, would be issued a certificate to the effect that the officer concerned has served at least four years in CSS post and he/she needs to retain Government accommodation for his/her tenure on Non-CSS post

6. It is requested that the application(s) of the eligible candidate(s) may please be forwarded so as to reach this Department by 13.09.2024

(Sakshi Mittal)
Director

Email: dirms@nic.in

Copy to:

1	Shri Girish Chandra Murmu, Comptroller and Auditor General O/o the Comptroller & Audit General 9, Deendayal Upadhyay Marg, New Delhi 110024.	i.r.o IA&AS
2	Shri Giridhar Aramane, Secretary, Ministry of Defence (F), South Block, New Delhi	i.r.o. IDAS
3	Dr. T. V. Somanathan, Secretary, D/o Expenditure, North Block, New Delhi	i.r.o. ICAS & ICoAS
4	Shri Neeraj Mittal, Secretary, D/o Telecommunications, Sanchar Bhawan, New Delhi.	i.r.o. IP&TA&FS
5.	Ms. Jaya Varma Sinha, Chairman Railway Board, Rail Bhawan, New Delhi.	i.r.o. IRAS
6	D/o School Education and Literacy [Shri Praveen Kumar Sachan, Under Secretary] Room No. 502-D, Shastri Bhawan, New Delhi.	w.r.t. OM No. 1-51/2020-Sch .3 dated 08.08.2024.
7	NIC Cell, DOP&T for placing on Departmental Website	
8	PS to Director (SM) for uploading the circular through bulk e-mail system.	

Bio-Data

1.	Name	:			
2.	Date of Birth	:			
3.	Service and Cadre(whenever applicable)	:			
4.	Batch	:			
5.	Contact Telephone No. (O) (R) (M)	:			
6.	Domicile	:			
7.	Educational Qualifications	:			
8.	Date of joining of Govt. Service	:			
9.	Present designation and pay scale	:			
10.	Period of continuous appointment on the present post	:			
11.	Date of grant of Level 12 or Grade Pay of 7600/-	:			
12.	Date of grant of Level 13 or Grade Pay of 8700/-(if applicable)	:			
13.	Date of superannuation	:			
14.	Complete Experience/Posting Profile	:			
S.No	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
15.	Whether clear from Vigilance Angle		:	Yes/No	
16.	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation		:		
17.	Whether the officer is debarred from deputation under the Central Staffing Scheme.		:		

18. Certified that the above particulars are correct and complete.

Signature of the applicant

Date: _____

Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars

Note:

Columns 1-14 to be filled in by applicant.

Columns 15-18 to be filled in by Ministry/Department concerned