

**GOVERNMENT OF ODISHA**  
**FINANCE DEPARTMENT**

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No 21857 /F., Bhubaneswar, Date 05.07.2018  
FIN-CCA-ESTT-0017-2018

From

Sri P.K. Panda,  
Under Secretary to Government

To

All Heads of Departments  
All Collectors.

Sub: Filling up of the vacant posts of Auditors under Common Cadre of Auditors, Finance Department by way of promotion through Selection.

Sir,

I'm directed to say that as per Rule 5 of Odisha Auditors Service (Method of Recruitment & Conditions of Service) Rules, 1987 and (Amendment) Rules, 2017; Finance Department is going to fill up 25 nos. Auditors under CCA Cadre (4-UR, 7- SEBC, 4-SC & 10-under ST category) from amongst the eligible Jr. Clerks/ Jr. Assts. by way of promotion through selection.

(2) The intending applicants i.e. Junior Assistants in the Heads of Departments and Junior Clerks in the District & Sub-Ordinate Offices, having the following criteria are eligible for promotion;

- (a) Shall have work experience of at least (5) five years in the cadre,
- (b) Shall have passed a Bachelor's degree in any discipline from a recognised University,
- (c) Shall have passed the Preliminary Accounts Examination,
- (d) Shall have possessed PGDCA from a recognised Institute, and
- (e) Shall be below 54 years of age as on 1<sup>st</sup> January of the year, 2018 in which the Selection Board meets.

(3) Since, the number of vacancies to be filled up by way of promotion through selection are very limited, the names of willing Jr. Assts./ Jr. Clerks, having outstanding merit and ability **should be recommended to Finance Deptt. alongwith their attested photocopies of CCRs/ PARs complete in all aspects, (i.e. Reporting, Countersigning and Accepting Authority) for the period from 2012-13 to 2016-17 arranged in proper sequence without any gap & omissions.** In case there is any gap or omission, **"No Remarks Certificate"** should be furnished. The cases of employees with incomplete CCRs/PARs need not be recommended.

- (4) No candidates be recommended against whom Departmental /Vigilance / Judicial Proceedings are pending.
- (5) As per Odisha Reservation of vacancies in posts and Services (for SC & ST) Act, 1975 and Rules framed thereunder, the required number of vacancies will be filled up by eligible SC & ST candidate. Hence, due care must be given to consider the cases of suitable SC/ST employees while forwarding the recommendations in the matter.
- (6) The recommendations alongwith the scanned copies of original CCRs/PARs for the period from 2012-13 to 2016-17 and the required service particulars in the prescribed proforma (copy enclosed) in respect of willing eligible Jr. Assts./ Jr. Clerks may be sent to Finance Department online through E-mail i.e. ccafin.dep@gov.in & also through offline (i.e. the hardcopies duly attested by the Head of Office) are to be sent to Finance (CCA) Department, **the last date of which is 31.7.2018.**
- (7) The recommendations received after the stipulated date will not be considered by any means.
- (8) The recommendations alongwith Xerox copies of CCRs/PARs (duly attested) in offline mode (hard copies) must be sent in securely sealed cover.
- (9) Any omission, wrong or incomplete information furnished in the Format in support of service particulars & CCRs / PARs, the recommending authority shall be held responsible and it may be liable for rejection.

Encl: (i) Pro-forma for recruitment  
to the grade of Auditors  
(Common Cadre of Auditors),  
Finance Department.

Yours faithfully,

*Panda*  
5/7/18  
Under Secretary to Government

Memo No. 21858 /F.,

Date 05.07.2018

Copy forwarded to O.E-I/ Budget-V Branch, Finance Department for information and necessary action.

*Panda*  
5/7/18  
Under Secretary to Government

Memo No. 21859 /F.,

Date 05.07.2018

Copy forwarded to the Portal Head, I.T. Centre, Secretariat, Odisha for information. He is requested to host this Requisition Letter in the Finance Department website ([www.odisha.gov.in./finance](http://www.odisha.gov.in./finance)) for general information.

*Panda*  
5/7/18  
Under Secretary to Government

**PROFORMA FOR RECRUITMENT TO THE GRADE OF AUDITOR  
(COMMON CADRE) BY PROMOTION THROUGH SELECTION.**

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Service particulars of Shri/ Smt./Miss.....

(Name in full)

Designation.....

1. Permanent Home Address: Vill:-  
P.O.  
P.S.  
Dist:
2. Present Address:
3. Date of Birth:
4. Age as on 01.01.2018:
5. Educational qualification:
  - (a). Graduation :
  - (b). PGDCA :
6. Date of entry into Government Service as Jr. Clerk/Jr. Asst:
7. Length of service in the post of Jr.clerk/Jr.Asst. as on 01.01.2018:
8. Whether Schedule Caste/  
Schedule Tribe:
9. Present scale of pay:
10. Present pay:
11. Whether a permanent Govt. servant and if so, the post in which confirmed:
12. Whether passed Preliminary Accounts Examination:
13. Period of CCRs/PARs furnished: From To

**CERTIFICATE**

I hereby certify that;

- (i) The particulars furnished are correct to the best of my knowledge.
- (ii) I have gone through the complete CCRs/PARs of the nominee and consider him/her suitable for selection to the post of Auditor.
- (iii) No Departmental proceedings / Vigilance/Judicial Proceedings is pending against the candidate nor going to be initiated against him/her in near future.

Signature of the recommending authority.  
With Seal & Designation.