

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No 19280 /F., Dated 07.07.2023
(FIN-CCA-ESTT-0006-2022)

From

Sri Shesadeva Khatua,
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 am 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 process filling up of 36 posts of Auditor under CCA Cadre from amongst the eligible Jr. Assts. of Heads of Departments / Jr. Clerks of the District & Sub-Ordinate Offices, by way of promotion through selection.

As per Section 4 (2) of the ORV Act, 1975, there shall be no reservation of vacancies to be filled up by promotion where the element of direct recruitment in grade or cadre in which the vacancies have occurred is more than sixty-six and two-third percent.

(2) The intending applicants i.e. Jr. Assts./ Jr. Clerks in the Heads of Departments and the District & Sub-Ordinate Offices respectively satisfying the following criteria are eligible for promotion;

- (a) Shall have work experience of at least (5) five years,
- (b) Shall have passed a Bachelor's degree in any discipline from a recognized 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 1st January of the year, 2023.

(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 completed in all aspects (i.e. Reporting, Countersigning and Accepting Authority) for the period from 2017-18 to 2021-22 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 candidate should be recommended against whom Departmental/ Judicial Proceedings / Vigilance cases are pending or contemplated.

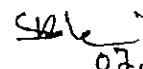
(5) The recommendations along with the scanned copies of original CCRs/ PARs for the period from 2017-18 to 2021-22 and the required service particulars in the prescribed proforma (copy enclosed) in respect of willing eligible Jr. Assts./ Jr. Clerks may be sent to Finance Department both in online through E-mail i.e. sectioncca98@gmail.com & also through offline (i.e. the hardcopies duly attested by the Head of Office) are to be sent to Finance (CCA) Department by **15.08.2023** positively.

(6) The recommendations received after the stipulated date will not be considered by any means.

(7) The recommendations along with Xerox copies of CCRs/PARs (duly attested) in offline mode (hard copies) must be sent in securely sealed cover.

(8) Omission, wrong or incomplete information, if any, furnished in the prescribed Format in support of service particulars & CCRs / PARs shall be liable for rejection and the recommending authority shall be held responsible for the same.

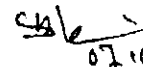
Yours faithfully,


07.07.2023
Under Secretary to Government

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

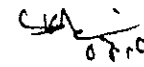
Memo No. 19281 /F., Date 07.07.2023

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


07.07.2023
Under Secretary to Government

Memo No. 19282 /F., Date 07.07.2023

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) for general information.


07.07.2023
Under Secretary to Government

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

Service particulars of Srl/ Smt./Miss.....

(Name in full)

Designation.....

1. Permanent Home Address: AT:
P.O:
P.S:
Dist:
2. Present Address: AT:
P.O:
P.S:
Dist:
3. Date of Birth:
4. Age as on 01.01.2023:
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 01.01.2023:
8. Whether Schedule Caste/
Schedule Tribe:
9. Present pay level as per ORSP Rules, 2017:
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.

