

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
10 BAHADUR SHAH ZAFAR MARG, NEW DELHI- 110124

EXAMINATION WING

Circular No. 12 of 2022

No. 186/43-Exam/Embassy Audit Exam/2019

Dated: 08.04.2022

To

**Heads of Departments of IA&AD offices
(As per e-mail list)**

Subject: Conduct of Embassy Audit Examination, 2022

Madam/Sir,

The Embassy Audit Examination 2022, an examination for shortlisting of Sr. AOs/AAOs for Embassy Audit to be taken up during 2022-23 and 2023-24, is scheduled to be held on **8th May 2022 from 03 PM to 04 PM in the afternoon session**. Officers from all streams i.e. Audi/Accounts etc. who satisfy the eligibility criteria given in **Annexure-1**, are eligible to apply. Online registration of candidates will commence from date of issue of this letter and will end on 18th April 2022. The ERO validation and HoD approval may be done simultaneously and may be completed latest by 25th April 2022.

2. While no restriction is placed on the number of applications to be received from an office, **it may please be ensured that names of only eligible officers are recommended**. The **entire process** i.e. filling up of application forms by the eligible officials, validation of data and recommendation of Head of the Department is **required to be done online** through the registration link **<https://cagi.azurewebsites.net>**. Recommended officers will be required to fill-up and submit the registration form (Bio-Data) in **Annexure-2**.

3. The examination will be held in **Computer Based Test (CBT)** mode at **seven cities** viz. Delhi, Mumbai, Chennai, Kolkata, Guwahati, Bangalore and Hyderabad, depending on the number of candidates. Officers currently working in different States/UTs shall be required to opt for the examination centre as per the list given in **Annexure-3**. Exact venue for the examination will be intimated in due course.

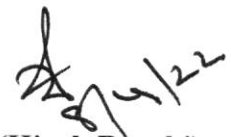
4. The **Login ID and Password** for the online registration of SAS/RA/I/CPD-I & II, III Exam-I of 2022, may be used by the Heads of the Department (HoDs) and Examination Registration Officers (ERO) for accessing the portal for Embassy Audit Examination 2022.

5. The online Registration Form is divided into three sections – **Section I** Candidate's Profile, **Section II** Examination Particulars and Upload Section (for uploading of documents, photo and signature) and **Section III** APAR Grading. Section I & III is to be filled in by the office while the candidates are required to fill up Section II and upload the relevant document(s), their photo and signature. Necessary instructions for online registration and format of the Registration Form will be the same/similar as per instructions issued in last UN Audit Examination 2020 which is available on the examination module of the CAG's website under Useful Links.



6. The photocopy of the APARs is not required to be sent at this stage. However, your recommendations, along with the abstracts of APARs for the last available five years up to 2020-21, vigilance/disciplinary clearance certificate and penalty/administrative action such as suspension, dies-non and criminal charges clearance certificate in the prescribed proforma (**Annexure-4**) duly certified by the Sr. DAG/Director/DAG/DD (Admn)/Director (P)/DG (Commercial) may be uploaded at the time of registration of the candidate.
7. The ERO will be required to verify and validate the data entered in the online registration form as per prescribed eligibility criteria of the candidates appearing in the Embassy Audit Examination 2022. **The HOD should ensure that the candidates recommended fulfill the approved eligibility criteria.**
8. Nomination submitted online without service and other particulars of the candidates, certified APAR grading for the last available five years, vigilance/disciplinary clearance certificate and penalty/administrative action in the past such as suspension, dies-non and criminal charges clearance certificate will not be considered.
9. There will be **no scope for submission of applications/documents offline** and, therefore, complete application along with all the required documents and your recommendation must be **submitted online only** when the registration window opens. If at any stage, the information furnished by any candidate(s) is found to be inaccurate, his/her candidature/selection is liable to be cancelled/terminated without any notice and action taken as per rules.
10. Officers who withdraw their candidature after being selected for Embassy Audit (except on severe medical grounds like surgery of self or direct family members) will be banned for a specific period from appearing/applying for international assignments/international postings/international training.
11. If any difficulty is faced during online registration, the office concerned may contact Sr. AO (Exam) over phone (011-23236510 / 9899833460). Major problem, if any, should be brought to the notice of DG (Exam) immediately.

Yours faithfully,



(Hirak Bagchi)

Sr. Administrative Officer (Exam)

Eligibility criteria for nomination of Sr. AOs/AAOs for Embassy Audit 2022-23 and 2023-24

- (1) The officer should have clear 'Outstanding' APARs for at least 4 out of the last available 5 years.
- (2) Officers who have already done UN Audit/Embassy Audit in previous years or slated for UN Audit/ Embassy Audits 2021-22, may not be nominated.
- (3) Officers who have done overseas postings/foreign assignments may not be nominated.
- (4) Officers who have undergone training abroad for a period of one month or more may not be nominated.
- (5) Maximum age limit for Sr. AOs/AOs is 59 years as on 1st January 2022. In respect of AAOs, maximum age limit is 57 years as on 1st January 2022.