

E- 11061
A-22013/9/2022-Group B-CGA/301
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts

Mahalekha Niyantrak Bhawan
E-Block, GPO Complex,
INA, New Delhi - 110023
Dated: 27th August, 2026

OFFICE MEMORANDUM

Subject: Filling up the Post of AAO in M/o Jal Shakti, Nepal.

One post of Assistant Accounts Officer in M/o Jal Shakti at Nepal is to be filled up from the AAOs of this organisation.

2. Willing AAOs with minimum of 05 years of regular service in the grade of AAO may send their applications through proper channel latest by **11th September, 2026** in the proforma enclosed mentioning brief description of their work experience in different offices/Ministries.

3. Principal Accounts Offices of the concerned Ministries may forward the applications along with certified grading of APARs as AAO for the last five years and latest Vigilance clearance certificates. Further, No AAO will be allowed to withdraw his/her candidature once forwarded.



(Jyoti Vinod)
Sr. Accounts Officer (Hr-3)

To:

1. All Pr.CCAs/CCAs/CAs (Independent Charge)
2. All Concerned
3. Sr. AO, ITD, O/o CGA, Delhi for uploading on the website.
4. Guard File.

BIO-DATA PROFORMA

1.	Name													
2.	Gradation List No. as per GL as on 01.01.2026													
3.	Date of Birth													
4.	Date of Retirement													
5.	Present Ministry/Station													
6.	Date of Joining in Service													
7.	Full Office Address													
8.	Residential Address													
9.	Tele ph. No./Fax No:													
10.	Mobile No:													
11.	E-mail Id:													
12.	Educational Qualifications													
13.	Details of employment in chronological order from the date of initial appointment:- <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"><thead><tr><th style="width: 20%;">Office</th><th style="width: 20%;">Post</th><th style="width: 20%;">From</th><th style="width: 20%;">To</th><th style="width: 20%;">Pay Scale</th><th style="width: 20%;">Nature of Duties</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>		Office	Post	From	To	Pay Scale	Nature of Duties						
Office	Post	From	To	Pay Scale	Nature of Duties									
14.	Details of employment, if any, outside the cadre i.e. on deputation/ foreign posting, please state :- (a) The date of appointment (b) Period of appointment on deputation (c) Name of the office/organization													
15.	Additional information, if any, which you would like to mention in support of your suitability.													

Date:

Signature of the officer