



OFFICE OF THE CHIEF AUDITOR
NORTH/SOUTH/EAST DELHI MUNICIPAL CORPORATIONS
27TH FLOOR, DR. S.P.M. CIVIC CENTRE,
NEW DELHI-110002

Office Order No.111

Dated:-20.11.2019

The Section Officers' Grade Examination Part-I and Part-II is proposed to be held in the month of April, 2020. The candidates of General Wing of North, South & East Delhi Municipal Corporations desiring to appear in the Part-I and Part-II of Section Officers' Grade Examination may submit their applications in the prescribed format enclosed herewith to the Director (Personnel) of the respective Corporation for verification of their particulars. The duly verified applications shall be sent by the Director (Personnel) concerned to Additional Commissioner, (F.A&P), North DMC, CA-cum-FA, SDMC and CA-cum-FA, EDMC as the case may be who shall forward these applications to the Admn. Section of the Office of the Chief Auditor by **06.12.2019** positively. The candidates of the Office of the Chief Auditor may submit their applications to the Admn. Section through the Deputy Chief Auditor concerned by **06.12.2019**.

The candidates should clearly mention their option of answering each paper either in English or Hindi. No request for change of medium of answering the paper will be entertained at a later stage at all. The applications sent directly and also the applications which are incomplete shall not be accepted and are liable to be rejected.

This issues with the approval of the Municipal Chief Auditor.

Encl.:- As above

Rajiv R
(R.P.S. VERMA)
Deputy Chief Auditor (Admn.)

No. MCA/Admn/Exam/SOGE/2019/Vol-1/1570

Dated:-20.11.2019

Distribution:-

1. Office Order Book.
2. Director (Personnel), SDMC, Civic Centre, New Delhi.
3. Director (Personnel), North DMC, Civic Centre, New Delhi.
4. Director (Personnel), EDMC, Udyog Sadan, Patpar Ganj, Delhi.
5. Additional Commissioner (FA&P), North Delhi Municipal Corporation.
6. CA-cum-FA, South Delhi Municipal Corporation.
7. CA-cum-FA, East Delhi Municipal Corporation.
8. All Deputy Chief Auditors.
9. All Audit Parties/Sections.
10. Sr. PS to Chief Auditor for kind information of the Chief Auditor.
11. Notice Board.
12. Website of Statutory Audit Department of North, South and East Delhi Municipal Corporations.

Satish Kumar
(SATISH KUMAR)
Audit Officer (Admn.)

OFFICE OF THE CHIEF AUDITOR
NORTH/SOUTH/EAST DELHI MUNICIPAL CORPORATIONS
27th floor, Civic Centre, Minto Road, New Delhi.

APPLICATION FORM FOR GRANT OF PERMISSION TO APPEAR IN PART-I
/PART-II IN THE ASSISTANT AUDIT OFFICERS GRADE EXAMINATION TO BE
HELD IN

1. Name of the candidate
(In block letters)
2. Male/Female
3. Father's/Husband Name
4. Date of Birth
5. Designation
6. Name of Department
7. Office Address..... Ph.No.....
8. Residential Address..... Ph No. (Mobile No.).....
9. Whether SC/ST
10. Date of Appointment
11. Details of total service as Sr. Auditor/
Auditor/Junior Auditor/LDC/JDC/
Steno-Typist/Head Clerk/Accountant/
Junior Acctt. etc.
12. Date of passing Deptt. Confirmatory
Exam/Preliminary Examination.
13. No. of chances availed in Part-I/Part-II
14. Year(s) in which if appeared
15. Papers in which exempted (if any)
Part-I/Part-II
- i) Year(s) in which exempted
- ii) Marks obtained
- iii) Index No.
16. Medium of examination
- (In each paper/subject) English/Hindi

Certified that the above information is correct to the best of my knowledge, any information found suppressed will be liable for disciplinary proceedings.

Signature of the Applicant

RECOMMENDATION OF THE OFFICER INCHARGE

- 1. I) whether regular in his attendance
 - ii) Character
 - iii) Energy
 - iv) Business habits
 - v) General
- 2. Aptitude to work
- 3. Preparation for and prospects of passing the Examination.
- 4. General Remarks

Certified that I have personally satisfied as to the fitness of the candidate to sit at the examination is concerned.

Officer In charge

Certified that the information stated at S.No. 1 to 16 is correct as per service record.

Dy. Chief Auditor/Director (Personnel)

INSTRUCTION TO FILL UP THE

- 1. Entries should be made neatly and clearly
- 2. Incomplete application are liable to rejected summarily
- 3. All entries of the application must be filled up. Non/filled/wrongly filled applications will be rejected.
- 4. Application not certified by the Officer Incharge of the candidate and the Director (Personnel)/Competent authority are also liable to be rejected.