

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAY MARG, NEW DELHI-110124.**

CIRCULAR

Sub:- Filling up a post of Sr. Data Processor in the Pay Band-II, Grade Pay Rs.4800/- (equivalent to AAO) in Headquarters Office – regarding.

This office intends to fill up a post of Senior Data Processor on deputation basis. AAOs/Supervisors and Senior Auditors with three years' regular service in the cadre working in this office who fulfil the following qualifications are eligible to apply :

- (i) Graduation with Diploma in Computer Application
- (ii) Two years experience in EDP work including experience of actual programming.

The candidates selected for the above post shall have to perform the following job:-

- (i) Jobs relating to Data Processor
- (ii) System analysis & design
- (iii) LAN Supervision
- (iv) System/Data Security
- (v) Impart in house or on the job training
- (vi) Identify and report system weaknesses including anticipated problems and take remedial measures/strengthening controls.
- (vii) Maintenance of inventory of hardware/software.

The officials fulfilling the above conditions and able to perform the said job may submit their application to the undersigned by 30.10.2009.

**Sd/-
(VIKRAM D. MURUGARAJ)
Director (P)**

No.5633/OE&Bills/Estt./84-2009

Dated:19.10.2009

Copy forwarded for information to:-

1. All Sections
2. Principal Director of Audit, Railway Board, Directorate Audit, Room No. 224, Rail Bhawan, New Delhi.

**(M.C. GUPTA)
Senior Administrative Officer (E)**