

**Filling up of vacancies in on deputation basis.**

**Applications invited from:**

All interested and eligible officers/officials only.

**Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section:**

1. O/o PAG (Audit), Vijaywada, Andhra Pradesh-22.01.2025.
2. RCB&KI, Chennai-01.01.2025.

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)  
ANDHRA PRADESH, VIJAYAWADA  
BIO-DATA**

Application to the post of: \_\_\_\_\_

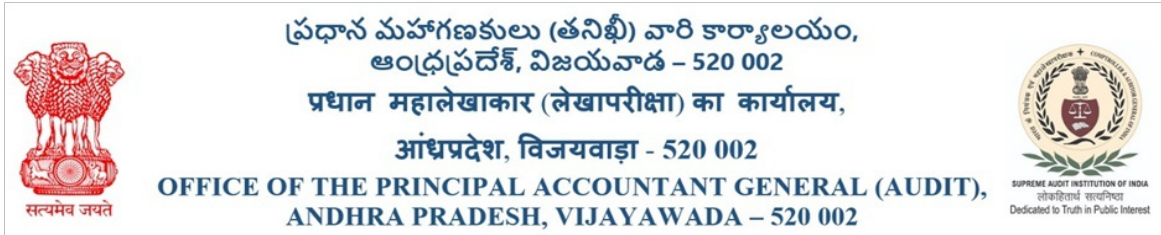
1.	Name in Full (Sri/Smt./Ms.)	
2.	Present Post Held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualification	i)Educational
		ii)Professional
7.	Office to which the applicant belongs	i)Parent Office
		ii)Present Office
8.	Whether belongs to SC/ST	
9.	Date of Entry into Government Service	
10	Post & Date of Entry into IA&AD	
11	Date of Promotion to the current post	
12	Whether confirmed in the Entry Grade	
13	Present Pay Level and Pay	
14	Proficiency in computers, Details may be given	
15	Mobile Number and Official email ID	
16	Work Experience	
17	Details of current deputation	
18	Any other relevant details	

Date:

Place:

Signature of the Applicant

Counter Signature of the Branch Officer in charge of Administration



**No. PAG(Au)/AP/Admn-I/HR-II/Dept./F-60/2024-25/ Date:04-12-2024**

**Notice No.60**

To

All Offices of IA&AD as per mailing list

**Sub:** Extension of last date of application for filling up of vacancies in various cadres on deputation basis - reg.

**Ref:** PAG(Au)/AP/Admn-I/HR-II/Dept./F-60 /2024-25/ Date: 21-10-2024

Sir/Madam,

This office vide Notice No:45 in the reference cited, has invited applications from the willing and eligible officials from all the offices of IA&AD for filling up the vacant posts in the cadres of Assistant Supervisor, Senior Auditor, Auditor and Clerk on deputation basis. The last date of receipt of applications was 18-11-2024.

In this regard, it is informed that the last date of receipt of applications from the willing and eligible officials is hereby extended from 18-11-2024 to **31.01.2025**.

This issues with the approval of Competent Authority.

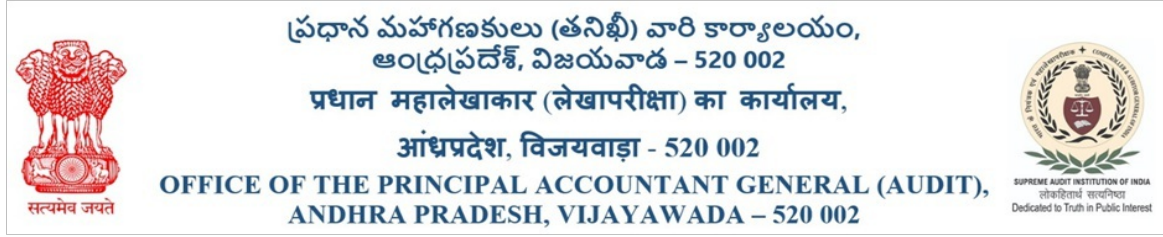
**Encls:-**

Bio data Form

Deputation Notice No.45

**TADI RAMA PRASAD**

**Senior Audit Officer(Admn-1)**



**No. PAG(Au)/AP/Admn-I/HR-II/Dept./F-60 /2024-25/ Date: 21-10-2024**

**Notice No.45**

To

All Offices of IA&AD as per mailing list.

**Sub: Filling up of vacancies in various cadres on deputation basis in the O/o PAG(Audit), AP- Reg.**

Sir/Madam,

Applications are invited from officials working in the Indian Audit & Accounts Department to the posts of Assistant Supervisor, Senior Auditor, Auditor and Clerk on deputation basis in this office on usual terms and conditions as stipulated in DoPT OM No. F.No.2/6/2016-Estt. (Pay-II) dated: 22.04.2016 as amended from time to time.

**Eligibility conditions for deputation is as under:**

Sl. No.	Name of the Post	Level in Pay matrix	Eligibility criteria/ Experience
1.	Assistant Supervisor	Level -7	Officials working in the Indian Audit & Accounts Department: (a) (i) holding analogous post on a regular basis in the parent cadre or department, or (ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in level-6 (35400-112400) of the pay matrix or equivalent; and (b) possessing the following educational qualification and experience: (i) Bachelor's degree from a recognized University or Institute.
2.	Senior Auditor	Level-6	Officials working in the Indian Audit & Accounts Department: (i) holding analogous post on a regular basis in the parent cadre or department, or (ii) with six years' service in the grade rendered after appointment thereto on regular basis in posts in level-5 (29200-92300) of the pay matrix or equivalent.
3.	Auditor	Level-5	Officials working in the Indian Audit & Accounts Department: (i) holding analogous post on a regular basis

			in the parent cadre or department, or (ii) Clerks with five years regular service or clerks who had passed the Departmental Examination for Accountants or Auditors from other offices in the department;
4.	Clerk	Level- 2	Officials working in the Indian Audit & Accounts Department: (1) holding analogous post on a regular basis in the parent cadre or department.

**The terms of deputation and selection process:**

1. The period of deputation shall be initially for one year which may be extended on yearly basis subject to performance of the official concerned and administrative convenience.
2. The Officials can be repatriated at any time as per the administrative convenience or if his/her performance is found unsatisfactory.
3. Maximum age limit should not exceed 56 years as on closing date of application.
4. The selected Officer(s)/ Officials(s) will be entitled to Deputation Allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.
5. Any of the terms and conditions mentioned above can be varied at the discretion of the competent authority of this office.

Applications of the willing Officer/ Official along with their Bio-data, vigilance clearance to the effect that no Disciplinary/ Court/ Vigilance case is either pending or contemplated against the applicant, Integrity certificate and attested copies of APARs for the last five(05) years may be forwarded to Senior Deputy Accountant General (Admn.), O/o PAG(Audit), Andhra Pradesh, 9<sup>th</sup> Floor, Stalin Central, Governorpet, Vijayawada-520002 through proper channel on or before **18-11-2024**. Upon dispatch through post, the requisite documents of the eligible candidates forwarded by the respective Parent Offices may be scanned and sent to email "**admin1.anp.au@cag.gov.in**" in order to avoid postal delay.

**Encl: Bio data Form**

**BHASKAR KALLURU**

**Sr. Deputy Accountant General (Admn)**

Digitally signed by

Bhaskar Kalluru

Date: 21-10-2024 15:02:23



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान  
भारतीय लेखापरीक्षा तथा लेखा विभाग  
**REGIONAL CAPACITY BUILDING AND  
KNOWLEDGE INSTITUTE**  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT



RCBKI/Admn/Dept./Unit-I/2024-25/eoffice Comp no 54373/214

dated 24.12.2024

To,

All Offices of IA&AD.  
(through email)

**Subject- Extension of last date for receipt of application for deputation to the posts of Sr ADR/Sr Acct, ADR/Acct (including Asst Supervisor)**

Sir/Madam,

Please refer to this office letter no RCBKI/Admn./Dept./Unit-I/2024-25/ dated 18.11.2024 vide which applications were invited from the willing and eligible officials from all the offices of IA&AD for filling up the vacant posts in the cadres of Sr ADR/Sr Acct, Acct /ADR (including Asst Supervisor) on deputation basis. The last date of receipt of applications was 20-12-2024.

In this regard, it is to intimate that the last date of receipt of applications from the willing and eligible officials is **hereby extended from 20.12.2024 to 10.01.2025.**

The description of duties and proforma for application is enclosed herewith.

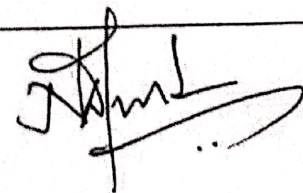
Yours faithfully,

Sr. Audit Officer/Admin  
O/o RCB&KI Chennai

Encl-As above.

Description of Duties.

- Handling of IT assets and their inventory management and submission of periodical reporting to Hqrs.
  - Work relating to EHRMS
  - Maintenance of Service Books, leave accounts.
  - Preparation of Pay Bills, GPF Bills, CEA Bills, TA Bills/LTC Bills etc.
  - Calculation of Income Tax, Issue of Form-16.
  - Matters relating to NPS, Miscellaneous correspondence with PAO.
  - Maintenance of Claim Registers and monthly closing of the same.
  - Movable Immovable property returns, Return on Sexual harassment against women in work place.
  - Report on vigilance cases against Gazetted Group 'B' and non-Gazetted Gr. C
  - All work relating to Budget such as preparation of RE/BE, Surrender of funds, Preparation and forwarding of Review of Expenditure Statement, Reconciliation of expenditure with PAO (compact as well as iBEMS).
  - Correspondence with Headquarters in Budget relating matters, iBEMS related work, any return connected with Budget etc.
  - Quarterly Return to Ministry regarding the expenditure on pay and allowances.
  - Processing of any representation from staff/officers of this institute.
  - Audit of sanction and Men-in-position, Sanctioned Strength and Men-in Position.
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- Payment of honorarium/ Professional Services to Guest Faculties within IA & AD and outside IA & AD.
  - Payment of Telephone, EB Bills, and reimbursement of newspaper charges.
  - Intimation of Honorarium paid to Guest Faculties within IA & AD to their respective offices.
  - Preparation of Non salary bills and uploading the same in iBEMS.
  - Upkeep and maintenance of Gym and other facilities for the Trainees.
  - Library related works.
  - Bill transit register, Bill register, Cheque register, Issue, Maintenance and closing of all Stock Registers Viz. Stock Register consumables-stationery, Stock Register of Sport etc.
  - Closing/submission of (Monthly /Quarterly/half yearly) Register of duplicate keys of cash chest, Attendance Register, Register of Keys, Register of Cases, compliance Register.



**Application Form/Bio-Data**

Name of the Post: Sr. Accountant / Sr. Auditor

1	Name	
2	Date of Birth	
3	Date of entry into IA&AD with name of Post	
4	Educational Qualification	
5	Languages Known	
6	Date of Promotion as Sr.Accountant/Sr.Auditor	
7	Date of Superannuation	
8	Professional Qualification (other than Sl. No.4	
9	Details of Work experience	

Signature of applicant

It is certified that the above particulars provided by the official are correct as per this office records. It is also certified that no vigilance/ disciplinary case is either pending or contemplated against the official. No major/ minor penalty has been imposed on the official.

Countersigned by the Cadre Controlling Authority