



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान

REGIONAL CAPACITY BUILDING AND
KNOWLEDGE INSTITUTE

Indian Audit and Accounts Department

AG's Office Complex, 361 Anna Salai,

Teynampet, Chennai - 600018

Email: rtichennai@cag.gov.in

RCB&KI/Admn./Dept/Unit-I/2023-24/

Dt. 15.08.2023

To

All the Heads of Offices,
(IA&AD as per mailing list)

Sub: Filling up of ONE post in the cadre of AAO (Admn) in RCB&KI, Chennai (formerly
Regional Training Institute, Chennai) on deputation basis-reg.

Sir/Madam,

One vacancy is arising in the cadre of AAO (Admn) with effect from 01.10.2023 in
Regional Capacity Building and Knowledge Institute (RCB&KI), Chennai.

Applications from eligible and willing candidates who fulfil the below mentioned criteria are
invited.

The terms and conditions governing the deputation are as follows:

1. Persons holding analogous posts on regular basis for a minimum period of two years.
2. Previous experience in Administration is desired
3. Must be well versed with latest rules and regulations issued by GOI/HQrs.
4. Previous experience in preparation and monitoring of Budget is essential.
5. Exposure to use of IBEMS, PFMS and GeM portals is desired.
6. Reasonable experience in Office Management/Hostel Management and connected rules and regulations are also desired.
7. The selected candidate is eligible for Deputation allowance as per extant rules.
8. Age of the applicant should not exceed 56 years on the last date for receipt of application.

Heads of Departments are requested to forward applications in the prescribed proforma along
with copies of APAR for the last five years i.e. from 2018-19 to 2022-23, No charges/vigilance
Clearance/No pending Court Case certificate to this Institute on or before 22/09/2023.

The term of deputation will be initially for a period of three years.

Yours faithfully,


Sr. Audit Officer (Admn.)

Application Form/Bio-Data

Name of the Post: AAO

Name of Office: Regional Capacity Building & Knowledge Institute

1	Name	
2	Date of Birth	
3	Date of entry into IA &AD with name of post	
4	Educational Qualification	
5	Languages known	
6	Month/Year of Passing SAS/SOG Examination	
7	Month/Year of passing SO/AAO Revenue Audit Examination/CPD I/CPD II /CPD III	
8	Date of Promotion as SO/AAO	
	Section Officer	
	Assistant Audit Officer	
	Audit Officer	
	Senior Audit Officer	
9	Date of Superannuation	
10	Professional Qualification (other than Sl. No. 6 &7)	
11	Details of Work experience	
12	Present post and date from which it is held	

Signature of applicant