



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, चेन्नै  
भारतीय लेखापरीक्षा तथा लेखा विभाग

**REGIONAL CAPACITY BUILDING AND  
KNOWLEDGE INSTITUTE, CHENNAI**  
**INDIAN AUDIT AND ACCOUNTS DEPARTMENT**

RCB&KI/Admn./Dept/Unit-I/2023-24/205

Dt.23.11.2023

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  
on deputation basis-reg.

Sir/Madam,

Applications are invited for filling up of one post of Asst. Audit Officer/  
Asst.Accounts Officer (Admn.) in the Regional Capacity Building and Knowledge Institute,  
Chennai on deputation basis.

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.

It is requested that the applications from eligible candidates may be forwarded along with their bio-data, experience, certificate of no charges/vigilance case pending and grading of the individual in APAR for last five years i.e., 2018-19 to 2022-23 on or before 06.12.2023

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

This issues with the approval of Director General.

Encl: Application Form/Bio-data

Yours faithfully,

N.DIANAND

Senior 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 / II / 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