



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा - I) तमिलनाडु
" लेखापरीक्षा भवन ", 361, अण्णा सालै, तेनामपेट, चेन्नै-600 018
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I),
TAMILNADU, LEKHA PARIKSHA BHAVAN,
361, ANNA SALAI, TEYNAMPET, CHENNAI – 600 018.**



No.Admn.II/Deptn/7-28/2024-25/56

Date: 06.09.2024

परिपत्र /CIRCULAR

Sub: Filling up of vacancy on deputation basis in RCB&KI, Hyderabad and RCB&KI, Nagpur

Circular inviting applications from eligible Senior Audit Officers/Asst. Supervisors/Senior Auditors/Auditors for filling up of various posts in Regional Capacity Building and Knowledge Institute, Hyderabad on deputation basis is enclosed herewith. Such of those officials who are eligible and willing to go on deputation on prescribed terms and conditions may submit their application to Admn II Section through proper channel on or before 10.09.2024.

Circular inviting applications from eligible Senior Audit Officers/Asst. Audit Officers/ Asst. Suprs/Sr.Ars/Auditors for filling up of various posts at Regional Capacity Building and Knowledge Institute, Nagpur on deputation basis is enclosed herewith. Such of those officials who are eligible and willing to go on deputation on prescribed terms and conditions may submit their application to Admn II Section through proper channel on or before 20.09.2024.

Encl: As stated

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**वरिष्ठ लेखा परीक्षा अधिकारी/प्रशासन
Senior Audit Officer/Admn.**

Copy to:

1. Notice Board
2. SAO/Admn, O/o the PAG (Audit-II)
3. SAO/Admn, O/o the DGA (Central)
4. SAO/EDP to display on digital Notice Board
5. Hindi Section-for translation.



सत्यमेव जयते

भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, सैफाबाद, हैदराबाद - ५०० ००४

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE,
SAIFABAD, HYDERABAD - 500 004.

सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्र शासि /Deputation/2018/I-6/2024-25/ 40

Dated: 28.08.24



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं स्वयंनिष्ठा
Dedicated to Truth in Public Interest

To
All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

विषय: Deputation Assignment at Regional Capacity Building & Knowledge Institute (RCB&KI), Hyderabad for filling up of one vacant post Auditor/Accountant/Senior Auditor/Senior Accountant/Asstt., Supervisor.

Sir/Madam,

One post of Auditor/Accountant/Senior Auditor/Senior Accountant/Asstt., Supervisor in the Pay Level 5, 6 and 7 will be vacant in Regional Capacity Building & Knowledge Institute (RCB&KI), Hyderabad and the post would be filled up on deputation basis. The Auditor/Accountant/Senior Auditor/Senior Accountant/Asstt., Supervisor working in IA&AD and willing to apply for the vacant post should have-

❖ Experience in Administrative work, Bills, Office Establishment and Training related work

❖ Knowledge of computers (MS Word, MS Excel)/IT skills, which is essential.

❖ Ability to coordinate/interact with the trainees and good communication skills Officials with previous experience of working in RCBKIs/KCs in the capacity of Auditor/Accountant/Senior Auditor/Senior Accountant/Asstt., Supervisor are preferred.

2. Application(s) of Auditor/Accountant/Senior Auditor/Senior Accountant/Asstt., Supervisor who are willing to be considered for deputation in RCB&KI, Hyderabad for the vacant post may be forwarded to this office on or before **12th September 2024** along with their Bio-Data (Annexure enclosed), certified copies of APAR for the last five years, duly attested on each page and vigilance clearance certificate. It may be certified that no disciplinary/court/ vigilance case is either pending or contemplated against the applicant.

3. The term of deputation will be initially for a period of three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RCB&KI, Hyderabad, the selected official will draw his/her basic pay plus Deputation Allowance as applicable on his/her basic pay and as admissible under extant rules.

4. SAS passed Auditor/Accountant/Senior Auditor/Senior Accountant/Asstt., Supervisor who are likely to be promoted as AAOs in the next three years need not apply.

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5. Maximum age limit for appointment by deputation shall not exceed 56 years as on date of application for the post. The applications of the Officers/Officials working in the office on deputation basis on normal terms & conditions shall be forwarded through their respective Parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the Institution.

6. A reference is invited to Headquarters circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RCB&KI/KCs were issued for strict compliance. The instructions in the said circular are reiterated below:

a. Field offices shall display the deputation notifications issued by RCB&KI/KCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;

b. Field offices shall forward all applications received from their officers/staff against the positions advertised by RCB&KIs/KCs to the concerned Institute/Centre, without withholding any application;

c. On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RCB&KIs/RCB&KCs at the earliest.

d. The initial deputation period to RCB&KIs/KCs will be for 3 years and extendable on yearly basis thereafter. The RCB&KIs/KCs however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

7. However, clause at Sl.no 6 (b) regarding instructions to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/KCs "will not apply in case of applicants who have been reverted/repatriated in the last six (6) months from RCB&KIs/KCs to their parent offices".

This may please be noted before forwarding the applications.

यह महानिदेशक, क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, हैदराबाद के अिुमोदि से जारी होता है।

Encl: Bio-data
(Annexure)

भिदीय,

जे. शिषणस राजु 28/8/24

वरिष्ठ लेखा परीक्षा अधिकारी/प्रशासि
Senior Audit Officer (Admn)

Application Form/Biodata

Name of the Post: SAO (Administration)

Name of the RCB&KI: Regional Capacity Building & Knowledge Institute, Hyderabad

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 AAO Revenue Audit Examination/CPD I/CPD II/CPD III	
8	Date of Promotion as	
	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

Bio-Data (Annexure)

Latest
Passport Size
Photo

1.	Name in full (S/Sri/Smt/Ms)	
2.	Present Post Held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications (i) Educational (ii) Professional	
7.	Office to which the applicant belongs (i) Parent Office (ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Date of entry in IA&AD	
11.	<i>Date of promotion as Auditor/Accountant/ Sr Auditor/Sr Accountant/Asstt., Supervisor</i>	
12.	Proficiency in Computers, Details may be given	
13.	Present Pay and Pay Level	
14.	Details of MACP/Financial upgradation/NFU (I, II or III), if any granted and date of grant of such pay upgradation	
15.	Mobile Number and official email ID	
16.	Experience and knowledge of working in Administration/OE/Logistics & Support/Bills/ Training Section, if any (full details)	

Date:

Place:

(Signature of the applicant)

It is certified that the above particulars furnished are correct as per our office records.

Signature of the Head of the Department (with Stamp)



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, सैफाबाद, हैदाराबाद - ५०० ००४

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE,
SAIFABAD, HYDERABAD - 500 004.



No. DG/RCB&KI/Hyd/Admn./Deputation/2024-2025/1-13/ 4)

Dated: 29.08.2024

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

Sub: Extension of last date for Filling up of vacancy in the cadre of SAO (Administration) in RCB&KI, Hyderabad on Deputation basis-reg.

Sir/Madam,

Applications are invited through proper channel for the post of SAO (Administration) in the Regional Capacity Building and Knowledge Institute (RCB&KI), Hyderabad. The vacancy would be filled up on deputation basis. The names of SAOs who are willing to be considered for deputation to RCB&KI, Hyderabad may be forwarded to this office on or before the extended date being **20.09.2024**, along with their biodata (in enclosed format), Certified copies of APARs for the last five years duly attested on each page and Vigilance Clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicants.

2. The term of deputation will be for a period of 3 years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. Deputation Allowance at prescribed rates would be admissible as per instructions prevailing from time to time.

3. The criteria to be fulfilled by the officers applying for the deputation and the job requirements for the above-mentioned post is as below:

Essential qualifications	Desirable qualifications	Job requirements
<ul style="list-style-type: none">• Should be in the cadre of SAO• The applicant should not have crossed the age of 56 years on the closing date of receipt of applications.• Experience in the sections of Administration, Claims and Office Management in the supervisory capacity.• Knowledge of working in iBEMS, PFMS, GeM and GST portals.	<ul style="list-style-type: none">• Working experience as Drawing and Disbursing Officer.• Working experience in Regional Capacity Building & Knowledge Institute/Training wing of respective office	<p>Administration and establishment in RCB&KI, Hyderabad including</p> <ul style="list-style-type: none">• Personnel management, including supervision of outsourced personnel• Procurement/tendering as per due procedure, sourcing through GeM, Contract, and stores management.• Interacting with CPWD on building and maintenance• Supporting training programmes• Any other work assigned by DG, RCB&KI.

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4. A reference is invited to Headquarters Circular No 269/Trg.Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RCB&KI/RCB&KCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

- a. Field offices shall display the deputation notifications issued by RCB&KIs/RCB&KCs on the notice boards and circulate among the staff finding reasonable time to the candidates for responding to the notification.
 - b. Field offices shall forward all applications received from their offices/staff against the position advertised by RCB&KIs/RCB&KCs to the concerned Institute/Centre without withholding any application.
 - c. On completion of selection process, field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignments at RCB&KIs/RCB&KCs at the earliest.
 - d. The initial deputation period to RCB&KIs/RCB&KCs will be for 3 years extendable on yearly basis thereafter. The RCB&KIs/RCB&KCs however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.
 - e. However, clause at (b) above regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/RCB&KCs will not apply in case of applications who have been reverted/repatriated in the last six (6) months from RCB&KIs/RCB&KCs to their parent offices as per Headquarters Circular No. 398/Trg.Div/42-A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.
5. This issues with the approval of Director General.

Yours faithfully,

J. Krishnanna Raju
Sr. Audit Officer (Admn) 29/9/24

REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE
26/1, CIVIL LINES, NAGPUR

Circular

परिपत्र - 37

संख्या: क्षे.क्ष.नि.ज्ञा.सं./नागपुर/प्रतिनियुक्ति/2024-25/189(A)

दिनांक: 21-08-2024

Applications are invited to fill up the post of Senior Audit Officer/Senior Accounts Officer (IS Core faculty), Senior Audit Officer/Senior Accounts Officer (General Core Faculty), Assistant Audit Officer/ Assistant Accounts Officer (IS Core faculty), Assistant Audit Officer/ Assistant Accounts Officer (e-HRMS), Privet Secretary, Clerk and Driver in Regional Capacity Building And Knowledge Institute (RCB&KI), Nagpur from eligible Officers and Staff on Deputation basis from the field offices of IA&AD as per existing rules of deputation.

In terms of Training Division Circular no. 269/Trg. Div./42-A/2019 dated 18-9-2019, the initial deputation period will be 3 years and extendable on yearly basis. However, Regional Capacity Building and Knowledge Institute reserves the right to repatriate a person on deputation at any time, if his/her performance is found unsatisfactory.

Vide headquarters' circular No. 1-SS&R/2019 No. 1718-Staff (S&R)/Misc./4A-2013 dated 01-11-2019 for the post of Senior Audit Officer/Senior Accounts Officer/Core faculty, Assistant Audit Officer/Assistant Accounts Officer may also apply for the post of core faculty. Similarly, for the post of Assistant Audit Officer/Assistant Accounts Officer(Core Faculty), Senior Audit Officer/Senior Accounts Officer may also apply.

The eligibility criteria for the different posts to be filled in on deputation basis are following:-

क्षेत्रीय क्षमता निर्माण और ज्ञान संस्थान (RCB&KI), नागपुर में वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी (आई एस संकाय), वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी (जनरल संकाय), सहायक लेखापरीक्षा अधिकारी/ सहायक लेखा अधिकारी (आई एस संकाय), सहायक लेखापरीक्षा अधिकारी/ सहायक लेखा अधिकारी (e-HRMS), निजी सचिव, क्लर्क तथा ड्राइवर पदों को क्षेत्रीय क्षमता निर्माण और ज्ञान संस्थान (RCB&KI), नागपुर में भरने के लिए भारतीय लेखापरीक्षा और लेखा विभाग के सभी क्षेत्र कार्यालयों से आवेदन आमंत्रित किए जाते हैं।

मुख्यालय के प्रशिक्षण प्रभाग परिपत्र संख्या 269/Trg. Div./42-A/2019 दिनांक 18-9-2019 के अनुसार, प्रारंभिक प्रतिनियुक्ति अवधि 03 वर्ष होगी और वार्षिक आधार पर विस्तार योग्य होगी। परंतु, यदि किसी प्रतिनियुक्तिकर्ता का प्रदर्शन असंतोषजनक पाया जाता है तो क्षेत्रीय क्षमता निर्माण और ज्ञान संस्थान उसे किसी भी समय प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है।

मुख्यालय के परिपत्रक क्रमांक 1-SS&R/2019 No. 1718-Staff (S&R) /Misc./4A-2013 दिनांक 01.11.2019 के अनुसार वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी (संकाय) पद के लिए सहायक लेखापरीक्षा अधिकारी / सहायक लेखा अधिकारी भी आवेदन कर सकते हैं । इसी तरह, सहायक लेखापरीक्षा अधिकारी/ सहायक लेखा अधिकारी (कोर संकाय) के पद के लिए, वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी भी आवेदन कर सकते हैं।

प्रतिनियुक्ति के आधार पर भरे जाने वाले विभिन्न पदों के लिए पात्रता मानदंड निम्नलिखित हैं: -

Designation	No. of Posts	Work	Work Experience
Sr. A.O/ A.A.O	02	IS Faculty	In-depth knowledge and experience in delivering lectures on computer-based training programs like MS Office, Oracle, CAATs- IDEA, Tableau, PL/SQL, IT Audit, Website applications etc. Position will also require developing training materials for IS Courses.
Sr. A.O/ AAO	01	General Core Faculty	Experience in delivering lectures on the topics related to Audit and Accounts. Position will also require developing training materials for General Courses.
Privet secretary/P.A. to Director General	01	All Secretarial Work	Holding similar post in any office. The official shall report to the Director General RCBKI, Nagpur.
AAO	01	(e-HRMS)	Knowledge in using of Computers and IT enabled services with good communication skills are preferred
Clerk	01	Administration and training related work	Holding similar post in any office.
Driver	02	Car driving	Should possess a valid Driving license for motor car, should be at least 10th pass, should be able to repair minor defects in the vehicle, should be fully conversant with traffic rules and should have an minimum experience of three years of motor car driving. Working on similar post/grade.

The requirement may kindly be circulated and names of interested officers and staff may be forwarded along with following documents latest by 30th September 2024.

आवश्यकता को परिचालित कर के इच्छुक अधिकारियों और कर्मचारियों के नाम अधिकतम 30/09/2024 तक निम्नलिखित दस्तावेजों के साथ भेजे जा सकते हैं।

1. Particulars of the applicants (Biodata).
2. Vigilance clearance certificate: It may be got certified that no disciplinary/ court/vigilance case is either pending or contemplated against applicant.
3. Certified copies of ACRs/APARs dossiers for the last 05 years.
4. Officials below the age of 56 as on the date of this Notification alone are eligible to apply.

1. आवेदकों का विवरण (बायो-डेटा) ।
2. सतर्कता मंजूरी प्रमाणपत्र: यह प्रमाणित किया जाए कि आवेदक के खिलाफ कोई अनुशासनात्मक / न्यायालईन / सतर्कता का मामला न तो लंबित है न उस पर कोई विचार किया गया है।
3. पिछले 05 वर्षों के लिए एसीआर / एपीएआर डोजियर की प्रमाणित प्रतियां।
4. इस अधिसूचना की तिथि तक 56 वर्ष से कम आयु के अधिकारी/कर्मचारी ही आवेदन करने के पात्र होंगे।

(Authority: Director General's order dated: - 21.08.2024)

Sd/-
Sr. Audit Officer/Admn