



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/2023/I -13/Deputation/2024-25/51  
Dated: 23/09/2024

To

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

**Sub: Extension of last date for filling up of vacancy of SAO/AAO Faculty Member (Civil) in RCB&KI, Hyderabad on Deputation basis-reg.**

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Sir/Madam,

Applications are invited from the eligible SAOs/AAOs for the post of Faculty Member (Civil) in the Regional Capacity Building & Knowledge Institute (RCB&KI), Hyderabad on deputation basis.

**Eligibility criteria:**

- i. Holding Senior Audit Officer post on regular basis in the parent cadre  
(OR)  
Assistant Audit Officers having minimum service of 5 years as AAO
- ii. Considerable working experience in Field Audit
- iii. Experience/Ability to handle sessions
- iv. Should not have crossed the age of 56 years on the date of application

**Work requirements:**

- a. Preparation of course schedule, coordinating & conducting Courses, preparation of course material, handouts, Audio visual aids
- b. Preparation of course material and related training material pertaining to Knowledge Centre topic allotted.
- c. Preparation of Structured Training Modules (STMs) and Case Studies on allotted subjects/courses
- d. Correspondence work related to obtaining Administrative Sanction of Director General regarding payment of Honorarium to resource persons/guest faculties in respect of courses coordinated.
- e. Correspondence/consolidation work relating to submission of Performance Monitoring Framework (PMF) on RCB&KI, Hyderabad to CAG's office.
- f. Handling sessions in General courses as per approved course schedules.
- g. Developing courseware on the allotted Knowledge Centre Topics
- h. Supervision of all monthly/quarterly returns/correspondence with Headquarters Office.

- i. Preparation/updation of Official Manual.
- j. Any other work assigned by the Director General/Principal Director from time to time.

The applications of SAOs/AAOs working in IA&AD who are fulfilling the eligibility criteria and willing to be considered for deputation to RCB&KI, Hyderabad may be forwarded to this office on or before **30.09.2024**, along with their bio data (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 initial period of deputation will be for three years and may be extended thereafter, subject to continued suitability of the applicant and administrative convenience. Training Allowance at prescribed rates (12% at present) would be admissible as per instructions prevailing from time to time. The RCB&KI, Hyderabad, however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.
3. The applications of the Officers/Officials working in the office on deputation basis on normal terms and conditions shall be forwarded through their respective parent Office(s).
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 RCBKIs/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&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 offices/staff against the position advertised by RCB&KI/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&KI/KCs at the earliest.
  - d. 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&KI/KCs will not apply in case of applications who have been reverted/repatriated in the last six (6) months from RCB&KI/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.
  - e. The institute works from Monday to Saturday (except Second Saturday).

This issues with the approval of Director General.

Yours faithfully,

*J. Krishnana Raju*  
24/9/24  
Senior Audit Officer/Admn



PROFORMA

For Serving officials (SAOs/AAOs)

NAME IN FULL (CAPITAL LETTERS)	
DATE OF BIRTH	
QUALIFICATION 1. EDUCATIONAL 2. PROFESSIONAL	
DATE OF ENTRY INTO GOVERNMENT SERVICE	
DATE OF ENTRY INTO IAAD	
DATE OF PASSING OF EXAMS 1. SOG/SAS (WITH STREAM) 2. RA 3. CPD I 4. CPD II 5. CPD III 6. OTHER EXAMINATIONS	
DATE OF PROMOTION 1. SO 2. AAO 3. SAO	
BASIC PAY AS ON 01.01.2024 WITH PRESENT PAY (LEVEL/MATRIX)	
PARENT OFFICE	
EXPERIENCE IN RELEVANT FIELD	
CONTACT DETAIL 1. MOBILE NO 2. OFFICIAL E-MAIL ID 3. PRESENT ADDRESS  4. PERMANENT ADDRESS	
ANY OTHER RELEVANT INFORMATION	

Signature of the applicant