

[Cag-all-offices] Filling up of 01 post of Personal Secretary and 03 Posts of Auditor in RCB & KC, Bengaluru on deputation basis- Reg.

From : Regional Training Centre Bengaluru
<rtcbangalore@cag.gov.in>

Thu, Jan 09, 2025 04:56 PM

2 attachments

Subject : [Cag-all-offices] Filling up of 01 post of Personal Secretary and 03 Posts of Auditor in RCB & KC, Bengaluru on deputation basis- Reg.

To : cag-all-offices <cag-all-offices@ismgr.nic.in>

Cc : Deepna Gokulram <gokulramd@cag.gov.in>, Sofia Gupta <sofiag@cag.gov.in>

Admn.

संख्या:आरटीसी/बेंगलुरु/प्रशासन/प्रतिनियुक्ति/2024-25/116

दिनांक: 09.01.2025

No. RCB&KC/Bengaluru / Admn/Deputation/ 2024-25/116

Date: 09.01.2025

आदरणीय महोदय/महोदया,
Respected Sir/Madam,

A circular No. **RCB&KC /Bengaluru / Admn/Deputation/ 2024-25/116** dated 09.01.2025 is attached herewith for filling up 01 post of Personal Secretary and 03 Posts of Auditor in RCB & KC, Bengaluru.

It is hereby requested that the attached circular alongwith annexure-I may please be circulated among all the offices of IA & AD so as to enable the willing officers/officials to forward their application accordingly.

This has the approval of Principal Director, Regional Capacity Building & Knowledge Centre, Bengaluru.

सादर,

शोभा जी वारियर
सीनियर लेखापरीक्षा अधिकारी/प्रशासन एवं सीएफ-सामान्य पाठ्यक्रम
आरसीबी और केसी बेंगलुरु
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CAG-ALL-OFFICES mailing list -- cag-all-offices@lsmgr.nic.in
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— **Circular for the post of PS and Auditor.PDF**
3 MB

— **Annexure-I.docx**
22 KB



भारतीय लेखापरीक्षा और लेखा विभाग
Indian Audit & Accounts Department



क्षेत्रीय क्षमता निर्माण एवं ज्ञान केंद्र, बेंगलूरु,

Regional Capacity Building & Knowledge Centre, Bengaluru

No. RCB&KC/BNG/Admn/Deputation/2024-25/116

Dated: 09.01.2025

To,

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

Subject: Deputation Assignment at Regional Capacity Building and Knowledge Centre, Bengaluru

Sir/Madam,

- RCB & KC, Bengaluru caters to the capacity building requirements of nine offices of Indian Audit & Accounts Department located in Bengaluru and Hubballi.
- Applications are invited for 01 post of Personal Secretary and 03 posts of Auditor at RCB & KC, Bengaluru:

Sl. No.	Post	Job description	Eligibility	No. of vacancies
1	Personal Secretary	<ol style="list-style-type: none"> Schedule and coordinate meetings, answer phone calls and take messages, check and forward emails, plan travel and aligned arrangements. Co-ordinate with IA&AS officers as per instructions of HOD. Assisting SAO /AAO in making logistic arrangements for RAC Meetings, Departmental meetings, Regular Trainings and Conferences. Any other work assigned by the Senior Officers. 	<ol style="list-style-type: none"> Holding the post of PS/Asst. Supervisor/ Sr. Auditors/ Sr. Accountant/Auditor/ Accountant. Should possess reasonable IT skills i.e. use of MS Office, MS Excel, web browsing and E-Office. Knowledge of file management, noting, drafting, etc. 	01
2	Sr. Auditor/ Auditor	<ol style="list-style-type: none"> Administration related works. Assisting SAO /AAO in making logistic arrangements for Trainings. Maintenance and upkeep of IT systems and other related work Any other work assigned by the Senior Officers. 	<ol style="list-style-type: none"> Holding the post of Asst. Supervisor/ Sr. Auditors/ Sr. Accountants/Auditors/ Accountants. Should possess reasonable IT skills i.e. Use of MS Office, MS Excel, web browsing and E-Office. Knowledge of basic IT hardware would be an added qualification. Knowledge of file management, noting, drafting, etc. 	03

3. Applications of officials who are willing to be considered for deputation in RCB & KC, Bengaluru for the above-mentioned posts may forward the application to RCB & KC, Bengaluru through proper channel on or before **31.01.2025** along with their biodata in the format prescribed in **Annexure I** and certified copies of APAR for the last five years duly attested on each page by the competent authority. A certificate to state that no disciplinary/court/vigilance case is either pending or contemplated against the applicant should also be forwarded along with the application.
4. The successful candidates would be decided by the selection committee and would be approved by the competent authority. Necessary practical test/personal interview may also be conducted as per the order of the competent authority.
5. The term of deputation for the posts will be initially for a period of three years and extendable on yearly basis thereafter. RCB & KC, however, reserves the right to repatriate an official on deputation at any time even before three years.
6. Deputed officials will be entitled for deputation allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.
7. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of application for the post.
8. Wide publicity may be given to this circular and attention is invited to Headquarters Circular no: 269/Trg/Div/42-A/2019 dated 18-09-2019 which inter-alia stipulates that the field offices should display/circulate deputation notifications issued by RTIs/RTCs among staff and forward such applications received to RTIs/RTCs.
9. In General, all the extant rules applicable for deputation to any post in IA&AD are to be taken to have been included in this notification.

(Authority: Orders of Principal Director, RCB & KC, Bengaluru dated.06.01.2025)

Yours faithfully,



**Sr. Administrative Officer
RCB & KC, Bengaluru**

Annexure I

Bio-data Format Deputation post for which application submitted:

1	Full Name	
2	Office where currently posted	
3	Designation	
4	Parent Office	
5	Date of entry into Government service	
6	Date of entry into IAAD	
7	Date of promotion to current designation	
8	Date of Birth	
9	Educational Qualification	
10	Professional Qualification (CISA/CISSP/CIA/CISM etc.)	
11	Proficiency in Computers	
12	Additional Expertise/Qualification, if any	
13	Experience in training	
14	Experience in organising events/workshops etc.	
15	e-mail id	
16	Mobile number	

17 Details of Employment, in chronological order (including deputation posts)

Office/institution	Post held on regular basis	From	To	Basic pay in the PB/Pay Matrix, Grade pay	Nature of Duties highlighting the experience linked to the post applied for

I have carefully gone through the Vacancy circular/advertisement, and I am well aware that the information furnished in the Curriculum Vitae supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature: Date: