



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

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

No. RCB&KI/Admn.IV/2023-24/24

Dated 28.12.2023

To,

All Offices of IAAD  
(As per mailing list)

Sub: Filling up of TWO POSTS of AAOs (eHRMS) - reg.

Sir/Madam,

Applications are invited from eligible persons for filling up TWO posts of AAOs (eHRMS) in RCB&KI Chennai.

Eligibility conditions:

1. Holding analogous regular post of AAO.
2. SAOs with requisite skills are also eligible to apply as the post is interchangeable.
3. Proficiency in administrative rules and experience in Claims Branch is desirable.
4. Officers below the age of 56 as on the date of this Notifications alone are eligible to apply.
5. Knowledge in using of Computers and IT enabled services with good communication skills are preferred.

Other terms and conditions:

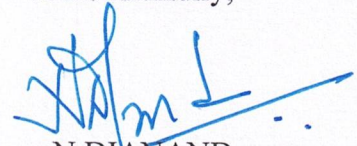
1. The period of deputation will initially be for a period of one year and extendable subject to administrative convenience and concurrence of the lending Office/HQrs.
2. Allowance as per extant rules are admissible.

It is requested that names of such of those staff members of IA&AD, who fulfil the eligibility conditions and desirous of applying for the posts may be forwarded to this Office along with application duly filling the details in the Bio-data attached, APAR Grading for the last five years (2017-18 to 2022-23), No disciplinary/charges/court cases pending certificate on or before 29.01.2024.

Attention to HQrs Circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 is invited which inter-alia stipulates that (i) field Offices shall display deputation notification issued by RTIs/RTCs in their Notice Board, (ii) Notifications be circulated among staff members and giving them reasonable time for responding to the notification (iii) Field Offices shall forward all applications received from their Officers against the positions notified by RTIs/RTCs without withholding any application and (iv) on completion of selection process, field offices shall obligatorily relieve the selected officer.

This issues with the approval of Director General, RCB&KI.

Yours faithfully,



N.DIANAND  
Sr. Audit Officer/Admn.

## Application Form/Bio-Data

Name of the Post: EHRMS HELPDESK

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	
	Section Officer	
	Assistant Accounts/Audit Officer	
	Sr. Audit/Accounts 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