

महानिदेशक कार्यालय,  
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान  
हैदराबाद - 500004, तेलंगाना



Office of the Director General  
Regional Capacity Building & Knowledge Institute  
Hyderabad - 500004, Telangana

सं.प्र.नि/क्षे.प्र.सं -हैदरा/प्र शासि /Deputation/2018/I-6/2025-26/

दिनांक: 23.06.25

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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 of Auditor/Accountant/Senior Auditor/Senior Accountant/Asst. Supervisor.

Sir/Madam,

One post of Auditor is vacant at the Regional Capacity Building & Knowledge Institute (RCB&KI), Hyderabad. This post will be filled on deputation basis. Auditors, Accountants, Senior Auditors, Senior Accountants, and Asstt. Supervisors in Pay Levels 5, 6, and 7 currently working in the IA&AD are eligible to apply for the post.

Applicants willing to apply for the vacant post shall possess the following:

- ❖ 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/Asst., Supervisor will be 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 17th July 2025 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 as admissible under extant rules.

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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.
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 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 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.

This issues with the approval of the competent authority.

Encl: Biodata(Annexure)

Senior Audit Officer/Administration

**Bio-Data (Annexure)**

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.	<b><i>Date of promotion as Auditor/ Accountant/ Sr Auditor/Sr Accountant/ Asstt., Supervisor</i></b>	
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)