

**REGIONAL CAPACITY BUILDING AND KNOWLEDGE CENTRE,
BENGALURU**

No. RCB&KC/BNG/Admn/Deputation/2025-26/110

Dated:30.01.2026

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,

1. RCB & KC, Bengaluru caters to the capacity building requirements of nine offices of Indian Audit & Accounts Department located in Bengaluru and Hubli.
2. Applications are invited from eligible candidates for the following posts on deputation basis, **subject to operationalisation of CEA/CRA cadres by Headquarters.**

Sl. No	Post	No. of posts	Job description	Desired Experience
1.	SAO/Admn (Non-faculty)	One	To handle Administration, office management and general procurement of goods and services	<ol style="list-style-type: none">1. Holding an analogous post of SAO.2. Knowledge of Administrative works and procurement of Goods and Services through GeM portal.3. Proficient in MS-Office and e-office4. Good Communication Skills.
2.	AAO/Admn (Non-faculty)	One	To handle Administration, office management and general procurement of goods and services	<ol style="list-style-type: none">1. Holding an analogous post of AAO.2. Knowledge of Administrative works and procurement of Goods and Services through GeM portal.3. Proficient in MS-Office and e-office4. Good Communication Skills.
3.	AAO/e-HRMS Post is interchangeable between SAO/AAO	Two	To function as an e-HRMS Functional Helpdesk (FHD) to the assigned user offices. Would also be required to handhold assigned offices on the implementation of CAG HRMS.	<ol style="list-style-type: none">1. Holding post of AAO/SAO2. Sound knowledge of establishment and personnel matters, including Service Rules, Leave Rules, Reimbursement of claims, pay fixation, increments, retirement-related benefits, preferably with exposure to e-HRMS.

				<p>3. Comfortable in use of IT systems, MS Office tools, and online workflow portals.</p> <p>4. Possesses good communication and coordination skills for effective interaction with administrative sections and field offices.</p>
4.	AAO/OIOS Post is interchangeable between SAO/AAO	One	To function as an OIOS Functional Help Desk (FHD) to field offices and support capacity building	<p>1. Holding post of AAO/SAO on regular basis.</p> <p>2. Working Knowledge in OIOS relating to overall Auditing in IA &AD.</p> <p>3. Regular working proficiency in computers and comfort in using IT is necessary</p>
5.	Sr. Auditor	One	To perform routine Admin, OM and training related works	<p>1. Holding an analogous post Asst supr/Sr.Ar/Ar on a regular basis with a minimum of five years of service.</p> <p>2. Should possess reasonable IT skills including use of MS Office, and e-Office and general administrative related work</p>

3. Applications of officers/officials who are willing to be considered for deputation in RCB & KC, Bengaluru, for the above-mentioned posts may forward the application through proper channel to RCB & KC, Bengaluru, along with their biodata in the format prescribed in *Annexure I*. Certified copies of APAR for the last five years duly attested on each page by the competent authority and 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. Field offices may circulate the deputation notifications among the staff, to give reasonable time to the candidates to respond to the notification.
5. The application may be forwarded on or before **27-02-2026**.
6. 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.
7. The term of deputation for the posts will be initially for a period of three years and extendable on yearly basis thereafter, subject to their continued suitability, administrative convenience and Headquarters' concurrence.

8. RCB & KC, Bengaluru, reserves the right to repatriate an officer/official on deputation at any time if his/her performance is found to be unsatisfactory.
9. Deputed officers/officials will be entitled for deputation allowance/training allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.
10. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of application for the post.
11. Wide publicity may be given to this circular, and attention is invited to Headquarters Staff wing circular F.No.60-Staff (App)-I/14-2023 dated 27-01-2025 and F.No.111-Staff (App)-I/14-2023 dated 14-02-2025.
12. 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.
13. **The selection on deputation to RCB&KC, Bengaluru, is subject to the operationalisation of CEA/CRA Cadre as per Headquarters policy.**

(Authority: Orders of Director General, RCB & KC, Bengaluru dated 29.01.2026)

Yours faithfully,



**Sr. AO/Administration
RCB & KC, Bengaluru**