



प्रधान महालेखाकार (ले.प.।) का कार्यालय, केरल, तिरुवनंतपुरम  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I),  
KERALA, THIRUVANANTHAPURAM**



No. Au/Admn.VI/DN/8-N1/2021-22/Vol.XXIII

Date: 11.01.2024

**DEPUTATION NOTICE NO 08**

Applications are invited from eligible and willing officials for deputation to the following posts.

Sl. No	Name of the post	Level in pay matrix	Desirable qualification
<b>Borrowing Department: Regional Capacity Building &amp; Knowledge Institute, Chennai</b>			
1.	AAO (eHRMS)	Level 8	<ul style="list-style-type: none"><li>• Holding the analogous post of AAO.</li><li>• Sr. AOs with requisite skills are also eligible to apply as the post is interchangeable.</li><li>• Proficiency in administrative rules and experience in Claims Branch is desirable.</li><li>• Knowledge in using of computers and IT enabled services with good communication skills are preferred.</li></ul>
<b>Borrowing Department: Regional Capacity Building &amp; Knowledge Institute, Prayagraj</b>			
1.	DEO Grade A/B	Level 4	<ul style="list-style-type: none"><li>• Holding the post of DEO Grade A or B.</li><li>• Administrative functions, including noting-drafting communication with HQrs and other offices, E-Office etc.</li><li>• Procurement through GeM, assist tendering contract and stores management.</li><li>• Having good working knowledge in MS Office.</li><li>• Proficiency in English &amp; Hindi typing.</li></ul>

Officials who are confirmed in service and working in the above-mentioned capacities with age not exceeding 56 years may submit their applications on or before 18.01.2024, through their respective administration.

*(This issues with the approval of DAG (Admn.))*

**Sd/-  
Senior Audit Officer / Admn**

To

1. Notice Board
2. Sr.AO/Admn. (Audit- II)
3. Branch Offices
4. ITS (for uploading in website)
5. All controlling sections for information of field parties.
6. RAOs