

Bio-Data (Annexure)**Latest
Passport Size
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.	<i>Date and year of passing SAS Examination (Please mention Civil Accounts/Civil Audit/Commercial/P&T etc)</i>	
12.	Date of promotion as AAO/SAO	
13.	Details of other exams passed (RAE/CPD-I/ CPD-II/CPD-III/others)	
14.	Proficiency in Computers, full details may be given	
15.	Details of IT Audit Assignments/UN Audit/ Embassy Audit assignments	
16.	Present Pay and Pay Level	
17.	Mobile Number and official email ID	
18.	Any other relevant 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)



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, सैफाबाद, हैदराबाद - ५०० ००४
INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE,
SAIFABAD, HYDERABAD - 500 004.



सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्रशासन/Deputation/2018/I-6/2024-25/177

दिनांक: 21.03.2025

To

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

विषय: Deputation Assignment at Regional Capacity Building and Knowledge Institute (RCB&KI), Hyderabad for filling up one vacant post of IS Core Faculty

Sir/Madam,

Applications are invited from eligible Officers viz.. SAOs/AAOs for filling up One post of IS Core Faculty on deputation basis in Regional Capacity Building and Knowledge Institute (RCB&KI), Hyderabad.

Eligibility Criteria:

Aptitude to deliver lectures and In-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, PL/SQL Programming, Microsoft Office, Website applications etc.) and experience in IT Audit.

- ❖ Knowledge in working with Data Analytics software like Tableau, Knime, Qlikview is desirable
- ❖ Ability in development and maintenance of IS systems, Website and e-office.
- ❖ Ability to Coordinate courses /Training Programs
- ❖ Ability in preparation of Course material and Structured Training Modules (STMs) for IS Courses

2. Application(s) of SAOs/AAOs who are willing to be considered for deputation to RCB&KI, Hyderabad for the post of IS Core Faculty may be forwarded to this office on or before **17 April 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. **The required documents of the eligible candidates considered by the respective Parent offices may be scanned and sent by email to avoid postal delay. Hard copies may be sent thereafter to this office.**

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 **Training Allowance** as applicable on his/her basic pay and as admissible under extant rules.

4. 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.

5. 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 RTIs/RTCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

- e. Field offices shall display the deputation notifications issued by RCB&KIs/KCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
- f. Field offices shall forward all applications received from their officers/staff against the positions advertised by RCBKIs/KCs to the concerned Institute/Centre, without withholding any application;
- g. On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RCB&KIs/KCs at the earliest.
- h. The initial deputation period to RCBKIs/KCs will be for 3 years and extendable on yearly basis thereafter. The RCBKIs/RCBKC's however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

6. However, clause at Sl.no 5 (b) regarding instructions to field offices not to withhold any applications received from their officers/staff against positions advertised by RCBKIs/RCBKC's "**will not apply in case of applicants who have been reverted/repatriated in the last six (6) months from RCB&KIs/RCBKC's to their parent offices**". This may please be noted before forwarding the applications.

यह प्रधान निदेशक, क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद के अनुमोदन से जारी होता है।

Encl: Bio-data (Annexure)

भवदीय,



वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन