



भारतीय लेखापरीक्षा तथा लेखा विभाग (Indian Audit & Accounts Department)

कार्यालय महानिदेशक लेखा परीक्षा (केन्द्रीय प्राप्ति), नई दिल्ली

O/o The Director General of Audit (Central Receipt), New Delhi

क्षेत्रीय क्षमता निर्माण एवं ज्ञान केन्द्र, नई दिल्ली

Regional Capacity Building & Knowledge Centre, New Delhi

'A' Wing, 5th floor, AGCR Building, Indraprastha Estate, New Delhi – 110002.

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No. RCBKC/Faculty Deputation/39/2023-24/Vol. VI/ 516

Dt. 9 01.2025

To

All Heads of Departments of IA&AD,
(As per enclosed mailing list)

Subject: - Extension of last date for submission of applications of eligible SAOs or AAOs with four years of regular service for the post of EDP Core Faculty in RCB&KC, New Delhi.

Sir/Madam,

Regional Capacity Building & Knowledge Centre, New Delhi requires services of eligible candidates for filling up following posts on deputation basis:-

S. No.	Post	No. of Vacancies
1.	EDP Core Faculty	02

2. Eligibility conditions and job requirements for these posts are given in Annexure-1.
3. The deputation will initially be for a period of three (3) years and may be extended by competent authority, subject to the continued suitability of the officer and administrative convenience. However, RCB&KC reserves the right to repatriate a deputationist at any time if their performance is found unsatisfactory.
4. Training allowance @ 24% would be admissible, in accordance with the instructions issued by the Government of India and Hqrs. Office from time to time.
5. Selection of suitable candidates will be made by adopting the appropriate selection procedure based on the requirement of knowledge and skill involved in the job. The selection of the applicant will be notified.
6. Applications of all interested and eligible officers may please be forwarded along with the following documents latest by **10th February 2025** to the Director, Regional Capacity Building and Knowledge Centre, New Delhi.
 - Bio-data of applicant in prescribed format (Annexure-II)
 - Particulars of Experience of applicants for the post of EDP Core Faculty as per Annexure-III
 - Vigilance clearance certificate
 - Attested copies of APARs dossier for the last five years

7. A Reference is invited to Headquarters Circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 wherein the detailed instructions to field offices on augmentation of staff position in RCB&KIs/RCB&KCs were issued for strict compliance. The important issues addressed by Headquarters office in the said circular are as below:-

- Field offices shall display the deputation notifications issued by RCB&KIs/RCB&KCs on the noticeboards and circulate among the staff giving reasonable time to the candidates for responding to the notification.
- Field offices shall forward all applications received from their officers/staff against the positions advertised by RCB&KIs/RCB&KCs without withholding any application.
- On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignment at RCB&KIs/RCB&KCs at the earliest.

The Headquarter office has again issued a circular letter vide No:**11/Trg. Div./42-A/2023** dated: **02/05/2023** to heads of Department of IA&AD offices requesting therein that:

- Heads of field offices may assess the human resource requirements of respective offices and spare the services of SAOs/AAOs to RCB&KIs/RCB&KCs by permitting them to apply against the vacancies notified by RCB&KIs/RCB&KCs.
- Encourage SAOs/AAOs with domain knowledge for applying for the positions of Core-Faculty notified by the RCB&KIs/RCB&KCs providing them an opportunity to contribute to the capacity development activities of SAI India.
- Heads of field offices may extend faculty support by deputing officers with domain expertise to facilitate training sessions at RCB&KIs/RCB&KCs whenever such requests are received from RCB&KIs/RCB&KCs.
- Heads of field offices/RCB&KIs/RCB&KCs may actively discuss the above.

8. Wide publicity may please be given to this notification to encourage participation of officers for taking up the faculty assignment in RCB&KC, New Delhi.

9. This issues with the approval of Additional Deputy Comptroller & Auditor General (Central Receipt) New Delhi.

Yours faithfully,


Dy. Director(RCBKC)

Annexure-I

Eligibility conditions and job requirements

For the post of EDP Core Faculty:

1. Holding analogous post of Sr. Audit Officer or Assistant Audit Officer with four years of regular service.
2. The Officers below 56 years of age as on 1.1.2025 would be considered.
3. Knowledge of computer hardware, software, basic networking, Operating System
4. Proficiency in MS-Office (Word, Excel, Power-point, Access)
5. Familiarity with Databases with working experience in one of the database like Oracle, SQL Server, MySQL, Sybase etc.
6. Proficiency in IDEA & understanding of other data analytic software like Tableau, Knime, R, etc.
7. Familiarity with the process of IT Audit and involvement in some IT audit taken up by the department would be given weightage.
8. Experience as faculty in IA&AD training institutes / other training institutes would be given preference.
9. The officer would be required to handle other areas besides faculty hence experience in administration, establishment would be an added advantage.

Annexure-II**Bio data of applicant**

1.	Name of full(S/Shri/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 into IA&AD	
11.	Date & Year of passing SAS Examination (Please mention Civil Audit/ Commercial/P&T/Railway/Defense Audit)	
12.	Date of promotion as AAO	
13.	Details of other exams passed (RAE/CPD-I,CPD-II/Others)	
14.	Proficiency in computers, Details may be given	
15.	Present Pay Level and Pay	
16.	Mobile Number and officials email ID	
17.	Any other relevant details	

Date:

(Signature of Applicant)

Place:

It is certified that the above particulars furnished are correct as per our office records and no disciplinary/vigilance action is pending against him/her.

Signature of the Head of the Department (with Stamp)

Annexure-III

Particulars of Experience of applicant

Name:- _____ Designation:- _____

Present office:- _____

Knowledge and experience profile for EDP core faculty

Particulars	Level of proficiency	Working experience	Certification/Degree, if any, on the subject		
			Details	Name of the Institute	Title
(1)	(2)	(3)	(4)	(5)	(6)
Operation system:					
• Windows					
• Linux					
• Unix					
MS-Office:					
• Word					
• Excel					
• Power-point					
• Access					
Databases:					
• Oracle					
• SQL server					
• MySQL					
• Others (Please mention)					
IDEA					
Tableau					
QlikView					
Knime					
Hadoop					
Python					
R					
Microsoft Power BI					
ERP:					
• SAP					
• Oracle financial					
• Microsoft Dynamics					
• JD Edwards					

Networking:					
• LAN					
• WAN					
• Internet					
IT Audit*					
Web development and management					

Note:- 1) Please use Basic, Intermediate, advanced for level of proficiency for different areas, on self-assessment basis.

*List of IT audits conducted with web link to CAGs website or the report in which it was published.