



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/EDP Faculty Deputation/28/2024-25/31

Dt. 21/04.2025

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/AAOs with revised guidelines for the filling up of EDP Core Faculty position in RCBKC, New Delhi on deputation basis.

Sir/Madam,

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

| Post | No. of Vacancies |
|------------------|------------------|
| EDP core Faculty | 02 |

1. Eligibility conditions and job requirements for the post are given in Annexure-1.
2. The deputation will initially be for a period of three (3) years which may be extended by the competent authority subject to continued suitability of the officer and administrative convenience. The RCB&KC, however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.
3. Training allowance @24% would be admissible, in accordance with instructions issued by the Government of India and Hqrs office from time to time.
4. 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.
5. Applications of all interested and eligible officers may please be forwarded along with the following documents latest by **15th May 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 applicant for the post of EDP as per Annexure-III
 - Vigilance clearance certificate
 - Attested copies of APARs dossier for the last five years

6. 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 the Headquarters office in the said circular are as below:-
- Field offices shall display the deputation notifications issued by RCB&KIs/RCB&KCs on the notice boards 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 Headquarters 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.

In addition to this, the latest Hqrs deputation guidelines vide Circular No. 60-staff(App)-I/14-2023 dt. 27.01.2025 may kindly be referred for compliance.

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

Yours faithfully,



Director (RCB&KC)

Annexure-I

Eligibility conditions and job requirements

Eligibility for EDP Core Faculty

1. Holding analogous post of Sr. Audit Officer or Assistant Audit Officer with five years of regular service.
2. Knowledge of computer hardware, software, basic networking, Operating System
3. Proficiency in MS-Office (Word, Excel, Power-point, Access)
4. Familiarity with Databases with working experience in one of the database like Oracle, SQL Server, MySQL, Sybase etc.
5. Proficiency in IDEA & understanding of other data analytic software like Tableau, Knime, R, etc.
6. Familiarity with process of IT Audit and involvement in some IT audit taken up by department would be given weightage.
7. Experience as faculty in IA&AD training institutes / other training institute would be given preference.
8. 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 applicants**

| | | |
|-----|--|--|
| 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 | | | | | |
| ACL | | | | | |
| Tableau | | | | | |
| QlikView | | | | | |
| Knime | | | | | |
| Hadoop | | | | | |
| Python | | | | | |
| R | | | | | |
| 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.