

**Latest  
Passport  
Size  
Photo**

**Bio-Data (Annexure)**

1.	Name of the retired Officer (S/Sri/Smt/Ms)	
2.	Present Post Held	
3.	Permanent Residential Address	
4.	Present Residential Address	
	Mobile No.	
6.	Mail ID	
7	Date of Birth	
8	<b>Qualifications</b> (i) Educational (ii) Professional	
9	Date of entry into Government Service	
10	Name of the Office from where retired	
11	Date of retirement	
12.	<b>Emoluments</b> : Basic Pay on Retirement Pension Fixed on Retirement	
13.	Net Qualifying Service	
14.	Post held at the time of retirement	
15 .	<i>In case of voluntary retirement, ground on which retired</i>	
16.	Experience	Attach separate sheet along with copies of APAR for the last 3 years
17.	Additional information, if any, on professional experience, training, research work related to the post	
18.	Details of prior experience in handling classes in-house/ other training institutions/other offices	

Date:

Place:

(Signature of the applicant)



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.

DG/RCBKI/Hyd/Admn/Deputation/SAO/AAO (Comml)/I-6/2024-25/176  
Dated: 21.03.2025



To

All the Heads of Offices,  
(IA&AD as per mailing list)

Sub: **Filling up of vacancy of SAO/AAO Faculty Member (Commercial) Serving Officers /Retired Officials (as Consultant) in RCB&KI, Hyderabad on Deputation basis-reg.**

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Sir/Madam,

Applications are invited through proper channel for the post of SAO/AAO (Faculty Member - Commercial) in the Regional Capacity Building and Knowledge Institute (RCB&KI), Hyderabad. The vacancy would be filled up on deputation basis. The names of Serving Officers/Retired Officials as Consultant(Faculty)- AAOs/SAOs who are willing to be considered for deputation to RCB&KI, Hyderabad may be forwarded to this office on or before **17.04.2025**, along with their biodata (in enclosed format), Certified copies of APARs 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 applicants.

2. The term of deputation will be for an initial period of 3 years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. Training Allowance at prescribed rates would be admissible as per instructions prevailing from time to time.

A. The criteria to be fulfilled by the serving officers applying for the deputation and the job requirements for the above-mentioned post is as below:

- Work relates to knowledge center topic i.e. Public Private Partnership (PPP) / Regulatory Bodies/Anti-Corruption for RCB&KI, Hyderabad. The preparation of material for use in training and research in these topics.
- Work may involve giving lectures on such topics and other topics of interest to audit and accounts and co-ordination with other guest faculty to conduct the courses as per allocation.
- Preparing the course schedule, coordinating and conducting Commercial/ General Courses. Preparation of course materials, handouts, AV aids
- General Coordination work related to correspondence for Commercial/ General Courses as per allocation
- Selection of Guest faculty



- f. Handling sessions related to the allotted courses
- g. Assessment and Evaluation of effectiveness of all Non-EDP training courses as per allocation
- h. Developing course ware on the allotted subjects/courses
- i. Preparing draft Annual Calendar of Training Programme(COTP) for all General courses and submission of consolidated CoTP of EDP and Non-EDP Courses to Director General/Principal Director
- j. Correspondence work related to conduct of Regional Advisory Committee meetings (RAC) and Mid-term Review meetings from time to time.
- k. Correspondence work related to obtaining Administrative approval of Director General/Principal Director regarding payment of Honorarium to resource persons/guest faculties for the courses as per allocation.
- k. Preparation of STMs/ case studies.
- l. All correspondence work with Headquarters office regarding training related matters as well as the Annual Training Calendar, Calendar of Training Program and RAC meetings.
- m. Any other work assigned by the Director General/Principal Director from time to time.

B. The criteria to be fulfilled in addition to the cited conditions by the retired officials applying for the post of Consultant (Faculty) post is as below:

#### **Desirable Qualification**

1. Audit experience in Performance/Compliance/Financial audit of Govt.,
2. Experience in conducting/coordination trainings in-house/RCB&KIs/RCB&KCs on Commercial Audit/other areas.

Appointment of the applicants shall be governed by the terms and conditions as under:

1. The initial tenure of appointment will be one year, from the date of joining the post or vacancy filled through deputation whichever is earlier and cannot be extended for more than 5 years' subject to the fulfilment of other conditions.
2. The age of applicant should not be more than 65 years.
3. Self-attested copies of ACRs/APARs of last 3 years prior to retirement must be attached along with the application.
4. The other terms and conditions including remuneration payable will be governed by OM No.3-25/2020-E III A dated 09/12/2020 issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi.
5. Details of remuneration:
  - a. The retired officer will be paid a fixed amount arrived at by deducting the basic pension from the pay drawn the time of retirement. The amount so fixed shall remain unchanged during the term of the contract.
  - b. Rs.7,000/- per month will be paid as Transport Allowance.



- c. No annual increment/percentage increase, Dearness Allowance, DA on TA and House Rent Allowance shall be allowed during the contract period.
6. Mere submission of application does not entitle the applicant for appointment.
7. The appointment will be purely on temporary basis and is subject to termination at any time.
8. He/She will be eligible for 1.5 days of paid leave for each completed month of service.
9. Terms and conditions mentioned above can be modified at the discretion of RCB&KI, Hyderabad.

Interested officers (retired from commercial stream) willing to serve in this office may send their complete application, as per the format attached through email i.e. [rtihyderabad@cag.gov.in](mailto:rtihyderabad@cag.gov.in) latest by 17 April 2025.

3. 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 RCBKIs/RCBKCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

- Field offices shall display the deputation notifications issued by RCBKIs/RCBKCs on the notice boards and circulate among the staff finding reasonable time to the candidates for responding to the notification.
  - Field offices shall forward all applications received from their offices/staff against the position advertised by RCBKIs/RCBKCs to the concerned Institute/Centre without withholding any application.
  - On completion of selection process, field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignments at RCBKIs/RCBKCs at the earliest.
  - The initial deputation period to RCBKIs/RCBKCs will be for 3 years extendable on yearly basis thereafter. The RCBKIs/RCBKCs however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.
  - However, clause at (b) above regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RCBKIs/RCBKCs will not apply in case of applications who have been reverted/repatriated in the last six (6) months from RCBKIs/RCBKCs to their parent offices as per Headquarters Circular No. 398/Trg.Div/42-A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.
4. This issues with the approval of Director General.

Yours faithfully,

  
Sr. Audit Officer (Admn.)

**Bio-Data**

**Name of the Post: SAO (Faculty Member - Commercial)  
Regional Training Institute, Hyderabad**

**Latest  
Passport Size  
Photo**

1	Name	
2	Date of Birth	
3	Date of Entry into IA&AD with name of post	
4	Educational Qualification	-
5	Languages Known	
6	Month/Year of Passing SAS/SOG Examination	
7	Month/Year of passing AAO Revenue Audit Examination/CPD I/CPD II/CPD III	
8	Date of Promotion as	
	Section Officer	
	AAO	
	AO	
	SAO	
9	Date of Superannuation	
10	Professional Qualification (other than Sl.No. 6&7)	
11	Present Post and date from which it is held	
12	Details of Work Experience	(A separate sheet may please be enclosed in Annexure)
13.	Any other information	

Date:

Place:

(Signature of the applicant)