**Annexure-I**

**Job Purview**

**For DEO Gr-E:**

1. Should be able to maintain the security related issues viz. installation/updation of antivirus and removal of viruses from systems etc.

2. Maintenance of software licenses issued by headquarters and updation.

3. Installation of new systems/printers, conducting of video conference, operating the equipment (projector/systems) during VC and conferences.

4. Database management of Tour Programme.

5. Uploading of IRS, PA/TA/Audit Reports in the office Website.

6. Uploading of Audit Certificates issued alongwith the comments.

7. To sort out the given data in a format adoptable to data analysis platform.

8. To copy the analysed data and to communicate the various field units so as to enable them to verify the insights and to give suitable reply. To verify the veracity of data in reply with concerned website/authority, for better assurance.

9. Collecting, updating and maintenance of all related data bases pertaining to State Government Dept. (both CCO and DDO wise).

10. Risk categorization on the basis of approved criteria.

11. Collection of data in r/o important Flagship schemes and other schemes introduced and implemented in the State Govt. departments.

12. Collection of data related to Externally Assisted Projects and from various Revenue Departments etc.

13. Data processing in Excel, Idea, Tableau, Knime, etc. 14. Any other duties which does not come under the AMC and may be assigned by the superior officers.

**For DEO Gr-F:**

1. To handle the big data using applications like Excel, Tableau, Knime, Idea, etc.Data techniques like data Refining, data extraction etc. are to be operated.

2. Using query languages, (preferably Sql query language) data shall be extracted for audit parties.

3. Using IDEA software, extraction of data from various formats, sampling, cleaning, analysis and export of data to desired formats as per requirements of audit parties.

4. Domain Server management, assignment of new users, deletion of users, password and monitoring.

5. Extraction of related information in close coordination with the Voucher Level Compilation (VLC) of the O/o the PAG(A&E, Andhra Pradesh etc.

6. Supervision of DEO Gr-E and any other duties which may be assigned by the supervisor officer.

**Sr Audit Officer(Admn)**