



No. PAG(Au)/AP/Admn-I/HR-II/Dept./F-47 Vol-II/2024-25/

Date: 12-07-2024

**सूचना सं./NOTICE No.19**

Applications are invited from willing SAOs borne on cadre control of O/o PAG (Audit), Andhra Pradesh only to work on deputation basis in RCB&KI, Hyderabad. The details are as follows:

<b>ORGANISATION</b>	RCB&KI, Hyderabad
<b>POST</b>	SAO (Administration)
<b>DEPUTATION TERMS</b>	On usual terms of deputation issued by Govt. of India, Ministry of Personnel, vide DoPT OM No. 6-08-2009-Estt. (Pay-II) dt 17-06-2010 and OM No. 2/6/2016-Estt. (Pay-II) dated 17-02-2016 as amended from time to time.
<b>PERIOD OF DEPUTATION</b>	Initially for a period of three(03) years
<b>ELIGIBILITY GRADE</b>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1)Should be in the cadre of SAO.</li> <li>2)Experience in the sections of Administration, Claims and Office Management in the supervisory capacity.</li> <li>3)Knowledge of working in iBEMS, PFMS, GeM and GST portals.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1)Working experience as Drawing and Disbursing Officer.</li> <li>2)Working experience in Regional Capacity Building &amp; Knowledge Institute/ Training wing of respective office.</li> </ol> <p><b>Job Requirements:</b></p> <p>Administration and establishment in RCB&amp;KI, Hyderabad including.</p> <ol style="list-style-type: none"> <li>1)Personnel management, including supervision of outsourced personnel</li> <li>2)Procurement/tendering as per due procedure, sourcing through GeM, Contract, and stores management.</li> <li>3) Interacting with CPWD on building and maintenance</li> <li>4)Supporting training programmes.</li> <li>5)Any other work assigned by DG, RCB&amp;KI.</li> </ol> <p><b>Note:</b> 1) The applicants with 56 yrs. of age or above as on closing date of receipt of application should not apply.</p> <p>2) Employees who are working on deputation in this office are not eligible to apply for this deputation.</p>
<b>TENTATIVE PLACE OF POSTING</b>	Hyderabad

Applications with bio-data in duplicate should reach Administration Section through Group Officer on or before **19.07.2024** for further action. Applications received after due date will not be considered.

**TADI RAMA PRASAD**  
**SENIOR AUDIT OFFICER (ADMN-I)**

**Distribution:**

1. SAO/IS Wing- *for placing on office website*
2. Hindi Anubhag-*for translation.*