



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

Date: 08-08-2024

सूचना सं./NOTICE No.31

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

ORGANISATION	RCB&KI, Kolkata
POST	Assistant Audit Officer/IT
DEPUTATION TERMS	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.
PERIOD OF DEPUTATION	Initially for a period of 3 years.
ELIGIBILITY GRADE	<p>Holding analogous post of Assistant Audit Officer and having below experience /knowledge</p> <ol style="list-style-type: none"> 1. In-depth knowledge and experience of working and teaching Advanced Excel, IDEA, Database Concepts, E-office, HRMS, OIOS etc, and aptitude for taking classes on these topics. 2. In-Depth Knowledge about different Software and Hardware required to run and operate networks, switches, routers, Wi-fi instruments, desktops, laptops, smart panel, projectors, speakers etc. for office and classrooms. 3. Experience in purchase of above-mentioned IT items. 4. Candidates with IT qualifications like BCA, MCA & Other certificates will be preferred. <p>Note: 1) The applicants with 56 yrs. of age or above should not apply. 2) Employees who are working on deputation in this office are not eligible to apply for this deputation.</p>
TENTATIVE PLACE OF POSTING	Kolkata

Applications with bio-data in duplicate should reach Administration Section through Group Officer on or before **12.08.2024** for further action. Applications received after due date will not be considered.

BENARJI NAIDU V
SENIOR AUDIT OFFICER (ADMN-I)

Distribution:

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