



**No.PAG(Au)/AP/Admn-I/HR-II/Dept./F-47(Vol.II)/2024-25/
Date:16-10-2024**

Notice No.48

Applications are invited from the eligible and willing officials borne on cadre control of O/o PAG(Audit), Andhra Pradesh only to work on deputation basis in RCB&KI, Shillong.

The details are as follows:

Organisation	RCB&KI, Shillong
Post	Sr.AO(Admn)-01 and AAO(Admin)-02, AAO(CKR-Central Knowledge Repository)-01.
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 period up to 28.02.2025.
Eligibility grade	<p>For post of SAO(Admin) and AAO(Admin):</p> <ol style="list-style-type: none"> 1) Holding analogous post on regular basis. 2) At least two years' experience in Administration/Establishment. 3) Proficient in MS Office and e-office. 4) Ability to handle DDO charge, Procurement, Tendering, Bills, TDS, Returns, Hospitality and other Establishment matters. <p>For post of AAO(CKR-Central Knowledge Repository):</p> <ol style="list-style-type: none"> 1) Holding analogous post on regular basis. 2) Proficient in working with computers. 3) Experience in at least one of the fields of Autonomous District Councils, Works Audit and Procurement. 4) Interest in Research, writing Research Papers and Knowledge building. <p>Note:</p> <ol style="list-style-type: none"> 1)The officials under probation should not apply. 2) The officials with 56 years of age or above should not apply as on closing date of application.

	3) Employees who are working on deputation in this office are not eligible to apply for this deputation.
Place of Posting	RCB&KI, Shillong.

Applications with bio-data should reach Administration Section through Group Officer on or before **28.10.2024** for further action. Applications received after due date will not be considered.

TADI RAMA PRASAD

Senior Audit

Officer (Admn-1)

Distribution:

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