



भारतीय लेखापरीक्षा और लेखा विभाग  
Indian Audit & Accounts Department



क्षेत्रीय क्षमता निर्माण एवं ज्ञान केंद्र, बेंगलूरु,

Regional Capacity Building & Knowledge Centre, Bengaluru

No. RCB & KCB/ Admn/Deputation/2024-25/122

Dated: 20.01.2025

To,

All-Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

Subject: Deputation Assignment at Regional Training Centre, Bengaluru for filling up of One post of SAO (Admn-Non Faculty), AAO (Admn-Non Faculty) and One post of AAO/CKR.

Sir/Madam,

1. RCB & KC, Bengaluru caters to the capacity building requirements of nine offices of Indian Audit & Accounts Department located in Bengaluru and Hubli.
2. Applications are invited for the posts detailed below is currently vacant at RCB & KC, Bengaluru:

| Sl. No. | Post                  | Job description   | Eligibility   | No. of vacancies |
|---------|-----------------------|---|---|------------------|
| 01.     | SAO/Admn-Non-Faculty) | <ol style="list-style-type: none"><li>1. Personnel management, Administrative activities of RCB &amp; KC.</li><li>2. Facility management, conducting of seminars/workshops/meetings at RCB &amp; KC.</li><li>3. Inventory Management including IT inventory</li><li>4. Procurement/tendering as per due procedure, sourcing through GeM.</li><li>5. Any other work assigned by HOO/HOD.</li></ol> | <ul style="list-style-type: none"><li>• Holding of analogous post of SAO.</li><li>• Handling of Administrative Activities.</li><li>• Good Communication Skills.</li><li>• Should possess reasonable IT skills i.e. use of MS Office, E-Office.</li><li>• Knowledge of procurement through GeM portal.</li><li>• Ability to handle lectures is desirable</li></ul> | ONE              |

|     |                                   |  |   |     |
|-----|-----------------------------------|--|---|-----|
| 02. | AAO<br>(Admn-<br>Non-<br>Faculty) | <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.</li> <li>3. Supporting training Programmes.</li> <li>4. Handling stock and library.</li> <li>5. Any other work assigned by senior officers.</li> </ol> | <ul style="list-style-type: none"> <li>• Holding of analogous post of AAO.</li> <li>• Handling of Administrative works.</li> <li>• Good Communication Skills.</li> <li>• Should possess reasonable IT skills i.e. use of MS Office, MS Excel, web browsing and E-Office.</li> <li>• Knowledge of procurement of Goods and Services through GeM portal.</li> </ul> | ONE |
| 03. | AAO/CKR                           | Work pertaining to upkeep and updation of the Central Knowledge Repository and other related work as assigned by the K&CB wing of Headquarters   | <ol style="list-style-type: none"> <li>1. Holding of analogous post of AAO.</li> <li>2. Experience in the field of audit</li> <li>3. Good Communication Skills.</li> <li>4. Should possess reasonable IT skills i.e. use of MS Office, MS Excel, web browsing and E-Office.</li> </ol>  | ONE |

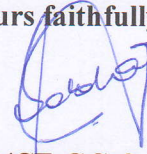
3. Applications of officials who are willing to be considered for deputation in RCB & KC, Bengaluru for the above mentioned posts may forward the application to RCB & KC, Bengaluru through proper channel on or before **14.02.2025** along with their biodata in the format prescribed in *Annexure I*, certified copies of APAR for the last five years duly attested on each page by the competent authority. A certificate to state that no disciplinary/court/vigilance case is either pending or contemplated against the applicant should also be forwarded along with the application.
4. The successful candidates would be decided by the selection committee and would be approved by the competent authority. Necessary practical test/personal interview may also be conducted as per the order of the competent authority.
5. The term of deputation for the posts will be initially for a period of three years and extendable on yearly basis thereafter. RCB & KC, however, reserves the right to repatriate at any time even before three years.
6. Deputed officers/officials will be entitled for deputation allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.



7. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of application for the post.
8. Wide publicity may be given to this circular and attention to Headquarters Circular no: 269/Trg/Div/42-A/2019 dated 18-09-2019 is invited which inter-alia stipulates that the field offices should display/circulate deputation notifications issued by RTIs/RCB & KCs among staff and forward such applications received to RTIs/RCB & KCs.
9. In General, all the extant rules applicable for deputation to any post in IA&AD are to be taken to have been included in this notification.

This issues with the approval of Competent Authority.

Yours faithfully,



SAO/CF-GC & Admn.  
RCB & KC, Bengaluru

## अनुबंध ।

### आवेदित प्रतिनियुक्ति पद के लिए जीवन-वृत्त प्रारूप

|    |   |  |
|----|---|--|
| 1  | पूरा नाम  |  |
| 2  | कार्यालय जहाँ वर्तमान में तैनात है                        |  |
| 3  | पदनाम   |  |
| 4  | मूल कार्यालय  |  |
| 5  | सरकारी सेवा में प्रवेश करने की तिथि                       |  |
| 6  | भा.ले.प. & ले.वि. में प्रवेश करने की तिथि                 |  |
| 7  | वर्तमान पद पर पदोन्नति की तिथि                            |  |
| 8  | जन्म तिथि   |  |
| 9  | शैक्षणिक योग्यताएं  |  |
| 10 | पेशेवर योग्यता<br>(सीआईएसए/सीआईएसएसपी/सीआईए/सीआईएसएम आदि) |  |
| 11 | कंप्यूटर में प्रवीणता                                     |  |
| 12 | अतिरिक्त विशेषज्ञता/योग्यता, यदि कोई हो,                  |  |
| 13 | प्रशिक्षण में अनुभव                                       |  |
| 14 | कार्यक्रम/कार्यशालाएं आयोजित करने का अनुभव                |  |
| 15 | ई-मेल पता   |  |
| 16 | दूरभाष सं.  |  |

#### 17. रोजगार का विवरण, कालक्रमानुसार (प्रतिनियुक्ति पद सहित)

| कार्यालय/<br>संस्थान | नियमित आधार<br>पर धारित पद | कब से | कब<br>तक | वेतन बैंड/वेतन<br>मैट्रिक्स में मूल<br>वेतन, ग्रेड वेतन | आवेदित पद से<br>जुड़े हुए<br>अनुभव पर<br>प्रकाश डालते<br>हुए कार्यों की<br>प्रकृति |
|----------------------|----------------------------|-------|----------|---|--|
|                      |                            |       |          |   |  |

**मैंने रिक्ति परिपत्र/विज्ञापन को ध्यान से पढ़ा है तथा मुझे अच्छी तरह से पता है कि उक्त पद के लिए चयन करते समय मेरे द्वारा प्रस्तुत आवश्यक योग्यता/कार्य अनुभव संबंधी दस्तावेजों द्वारा समर्थित जीवन-वृत्त में दी गई जानकारी का भी चयन समिति द्वारा मूल्यांकन किया जाएगा। मेरे द्वारा प्रदत्त सूचना/विवरण मेरी सर्वोत्तम जानकारी के अनुसार सही व सत्य है तथा मेरे चयन पर प्रभाव डालने वाले किसी भी तथ्य को न छुपाया/रोका गया है।**

**हस्ताक्षर:**

**दिनांक:**

## Annexure I

### Bio-data Format Deputation post for which application submitted:

|    |   |  |
|----|---|--|
| 1  | Full Name   |  |
| 2  | Office where currently posted                       |  |
| 3  | Designation   |  |
| 4  | Parent Office                                       |  |
| 5  | Date of entry into Government service               |  |
| 6  | Date of entry into IAAD                             |  |
| 7  | Date of promotion to current designation            |  |
| 8  | Date of Birth                                       |  |
| 9  | Educational Qualification                           |  |
| 10 | Professional Qualification(CISA/CISSP/CIA/CISM etc) |  |
| 11 | Proficiency in Computers                            |  |
| 12 | Additional Expertise/Qualification, if any          |  |
| 13 | Experience in training                              |  |
| 14 | Experience in organising events/workshops etc       |  |
| 15 | e-mail id   |  |
| 16 | Mobile number                                       |  |

### 16 Details of Employment, in chronological order (including deputation posts)

| Office/institution | Post held on regular basis | From | To | Basic pay in the PB/Pay Matrix, Grade pay | Nature of Duties highlighting the experience linked to the post applied for |
|--------------------|----------------------------|------|----|---|---|
|                    |                            |      |    |   |   |

*I have carefully gone through the Vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.*

**Signature:**

**Date:**