



कार्यालय प्रधान महालेखाकार ( लेखापरीक्षा - I ) तमिलनाडु  
" लेखापरीक्षा भवन ", 361, अण्णा सालै, तेनामपेट, चेन्नै-600 018

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I),  
TAMILNADU, LEKHA PARIKSHA BHAVAN,  
361, ANNA SALAI, TEYNAMPET, CHENNAI – 600 018.



No.Admn.II/Deptn/7-28/2023-24/63

Date: 21.09.2023

**परिपत्र /CIRCULAR**

Sub: Filling up of vacancy on deputation basis in iCISA, Noida,  
RCB&KI, Jaipur and RCB&KC, Bengaluru.

Circular inviting applications from eligible Officers /Officials for filling up vacancy in various cadres at iCISA, Noida, Regional Capacity Building & Knowledge Institute, Jaipur and Regional Capacity Building & Knowledge Centre, Bengaluru on deputation basis, are enclosed herewith.

Such of those officials who are eligible and willing to go on deputation on prescribed terms and conditions may submit their application to Admn II Section through proper channel on or before 25.09.2023.

Encl: As stated

  
वरिष्ठ लेखा परीक्षा अधिकारी/प्रशासन  
**Senior Audit Officer/Admn.**

Copy to:

- (i) Notice Board
- (ii) SAO/Admn, O/o the PAG (Au-II)
- (iii) SAO/Admn, O/o the PDA (C)



# International Centre for Information Systems & Audit

International Training Centre of Comptroller & Auditor General Of India  
www.cag.gov.in/icisa/en

No. 45 iCISA/Admn-I-Est10DepM/4/e-file-72968

Dated: 11.09.2023

To

All IA&AD Offices  
(As per mailing list)

**Sub: Filling up of vacancies on deputation basis at iCISA, Noida.**

Applications are invited for anticipated vacancies for following posts to be filled on deputation basis at International Centre for Information Systems and Audit (iCISA), Noida as detailed below: -

Sl. No.	Post	Pay Level
1.	Supervisor / Asst. Supervisor / Accountant / Sr. Auditor/ Auditor	Level 5/6/7/8

1. Tenure of deputation period will be initially of 3 (Three) years which can be extended subject to suitability/performance after following extant rules and orders.
2. Candidates appearing for examinations outside IA&AD will not be considered for deputation to iCISA.
3. Preference will be given to the applicants who have prior work experience in training institutes / centres.
4. The applicants who have already applied earlier can also apply with fresh application.
5. Pay and Allowances would be regulated as per the applicable extant rules.
6. The essential and desirable qualifications is annexed (**Annexure-I**). The Names of willing officials fulfilling the essential and desirable qualifications may please be forwarded through cadre controlling authority along with the **Bio-Data (Annexure-II)** and the abstracts of APARs/ for the last three years (**Annexure-III**) to this office latest by **29.9.2023**.

**Enclosed:** Annexure – I to III

*Hansha*  
Director (Admin),  
iCISA, Noida



## ANNEXURE - I

Essential and desirable experience and qualification for the deputation

<b>Post</b>	<b>Qualification</b>
Asst..Supervisor/ Sr.Auditor / Sr. Accountant/ Auditor/ Accountant (04)	<ul style="list-style-type: none"><li>• Applicants should be holding analogous post.</li><li>• The age of the applicant should not exceed 56 years on the closing date of receipt of applications.</li><li>• Applicant can be from any office under IA&amp;AD.</li><li>• Applicant should have knowledge of Information Technology (IT)</li></ul> <p><b><u>Desirable/ Preferable</u></b></p> <ul style="list-style-type: none"><li>• Preference may be given to candidates having professional certifications/IT qualifications/Technical qualifications/IT Experience and those comfortable in using IT systems.</li></ul>

## ANNEXURE-II

### Proforma regarding the bio-data of the applicant

1. Name	
2. Designation	
3. (i) Date of birth and (ii) Age as on 01.09.2023	
4. Qualification (i) Educational (ii) Professional	
5. Office to which belongs (i) Parent Office (ii) Office and station in which working at present	
6. Whether belongs to SC/ST. If yes please mention category	Yes/No
7. Date of entry into Govt. Service	
8. Date of entry in IA&AD	
9. Present Pay & Level	
10. Detailed experience and posts held (Attach separate sheet giving details under this column, duly signed.)	
11. Proficiency in Compute: (Details may be given)	
12. Contact details (Phone/Mobile No. & email address)	Phone/Mobile No.:  Email address:
13. Any other information	

The information furnished above are correct to the best of my knowledge.

Dated signature of the candidate

**Annexure – III**

**ABSTRACTS OF APARs in respect of ..... (Name of the candidate)**

2022-23*	2021-22	2020-21	2019-20

\*The applicant, who's APAR for the financial year 2022-23 has been submitted to Reporting / Reviewing officer, can send grading of last three years before 2022-23.

It is certified that:

- (i) I have verified the grading from the original APARs and found correct
- (ii) No vigilance or disciplinary case is either pending or contemplated against the above officials. No major penalty has been imposed on the above officials in the past.

Date: .....

Sr. AO (Admn.)

Place: -----

O/o-----





No. RCB&KC/Admn/Deputation-Extension/2023-24/176

Date:13.09.2023

All the Heads of Offices  
(as per IA&AD mailing list)

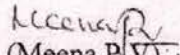
**Sub:** Filling up of One Post of AAO/Admn and One Post of Sr. Auditor/Auditor in RCB & KC, Bengaluru on deputation basis -reg

Sir / Madam,

In continuation to this office notification No. RTC/Bengaluru/Admn/Deputation/2023-24/39 dated 25.05.2023 calling for applications for filling up of One Post of AAO/Admn-Non Faculty and One Post of Sr. Auditor/Auditor in RCB & KC, Bengaluru on deputation basis, the due date for receipt of applications has been extended up to 29.09.2023.

This issues with the approval of Principal Director, RCB & KC Bengaluru.

Yours faithfully,

  
(Meena P V)

Sr. Audit Officer/Admn & CF-General Courses  
RCB & KC, Bengaluru



To,

All Offices of IA&amp;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 AAO (Admn-Non Faculty) and One post of Sr. Auditor/Auditor.

Sir/Madam,

1. RTC 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 one post of Sr. Auditor/Auditor which is currently vacant and one post of AAO (Admn - Non Faculty) is likely to be vacant by August 2023 at RTC Bengaluru:

Sl. No.	Post	Job description	Eligibility	No. of vacancies
01.	AAO (Admn-Non Faculty)	Administration and establishment in RTC, Bengaluru including <ul style="list-style-type: none"> <li>• Personnel management, including supervision of outsourced personnel</li> <li>• Procurement/tendering as per due procedure, sourcing through GeM.</li> <li>• Supporting training programmes.</li> <li>• Handling stock and library.</li> <li>• Any other work assigned by senior officers.</li> </ul>	<ol style="list-style-type: none"> <li>1. Holding of analogous post of AAO</li> <li>2. SAS passed officials, awaiting promotion, are also eligible to apply.</li> <li>3. Handling of Administrative Activities.</li> <li>4. Good Communication Skills</li> <li>5. Should possess reasonable IT skills i.e. use of MS Office, MS Excel, web browsing and E-Office.</li> <li>6. Knowledge of procurement through GeM portal.</li> </ol>	One
02.	Sr. Auditor/Auditor	<ul style="list-style-type: none"> <li>• Assisting SAO /AAO in making logistic arrangements for RAC Meetings, Departmental meetings, Regular Trainings and Conferences.</li> <li>• Maintenance of Registers and periodical closings of all Registers.</li> <li>• Any other work assigned by the Senior Officers.</li> </ul>	<ol style="list-style-type: none"> <li>1. Holding the post of Asst. Supervisor/ Sr. Auditors/ Sr. Accountants /Auditors/ Accountants.</li> <li>2. Should possess reasonable IT skills i.e. use of MS Office, MS Excel, web browsing and E-Office.</li> <li>3. Knowledge of file management, noting, drafting, etc.</li> </ol>	One



## 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	

**17 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:**

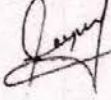
**Date:**



3. Applications of officials who are willing to be considered for deputation in RTC, Bengaluru for the above mentioned posts may forward the application to RTC Bengaluru through proper channel on or before **16.06.2023** 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. RTC, however, reserves the right to repatriate a deputationist 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/RTCs among staff and forward such applications received to RTIs/RTCs.
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.

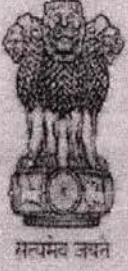
This issues with the approval of Principal Director, RTC, Bengaluru

Yours faithfully,

 25/05/2023

Sr. Administrative Officer/RTC, Bengaluru





# भारतीय लेखापरीक्षा एवं लेखा विभाग

## INDIAN AUDIT & ACCOUNTS DEPARTMENT

### क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर

#### Regional Capacity Building and Knowledge Institute, Jaipur



No. RTI/Jpr/F.5/K-97/Depu./Gr.-B&C(NG)/2023-24/271

दिनांक:- 08.09.2023

To/सेवामें,

All HoDs/ समस्त विभागाध्यक्ष,

All IA&AD's offices/ भारतीय लेखापरीक्षा और लेखा विभाग के समस्त कार्यालय,

Subject: - Regarding filling one (01) vacant post of Asstt. Supervisor/Sr. Auditor/Sr. Accountant/Auditor/Accountant on deputation basis.

विषय :- सहायक पर्यवेक्षक/वरिष्ठ लेखापरीक्षक/ वरिष्ठ लेखाकार/लेखापरीक्षक/ लेखाकार एक (01) रिक्त पद को प्रतिनियुक्ति के आधार पर भरे जाने के संबंध में।

महोदय/महोदया Sir/Madam,

One post of Asstt. Supervisor/Sr. Auditor/Sr. Accountant/Auditor/Accountant is proposed to be filled in the institute on deputation basis. Applications are invited through proper channel (*duly forwarded with approval of the cadre controlling officer*) for filling up the below mentioned post on deputation basis in Regional Capacity Building and Knowledge Institute, Jaipur.

संस्थान में सहायक पर्यवेक्षक/वरिष्ठ लेखापरीक्षक/वरिष्ठ लेखाकार/लेखापरीक्षक/लेखाकार के एक पद को प्रतिनियुक्ति के आधार पर भरा जाना प्रस्तावित है। क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर में प्रतिनियुक्ति के आधार पर नीचे उल्लिखित पद को भरने के लिए उचित माध्यम (कैडर नियंत्रण अधिकारी की मंजूरी के साथ विधिवत अग्रपिप्त) से आवेदन आमंत्रित किए जाते हैं।

S.No. क्र.सं.	Post/पद	No of Post/ पदों की संख्या	Eligibility/Requirement योग्यता/आवश्यकता
1	Asstt. Supervisor/ Sr. Auditor/ Sr. Accountant/ Auditor/ Accountant (सहायक पर्यवेक्षक/ वरिष्ठ लेखापरीक्षक/ वरिष्ठ लेखाकार/ लेखापरीक्षक/ लेखाकार) (Level-5/6/7)	01 (एक)	<ul style="list-style-type: none"> <li>Holding Asstt. Supervisor/Sr. Auditor/Sr. Accountant/Auditor/Accountant post on regular basis in the parent cadre</li> <li>मूल कार्यालय में नियमित आधार पर सहायक पर्यवेक्षक/वरिष्ठ लेखापरीक्षक/वरिष्ठ लेखाकार/लेखापरीक्षक/लेखाकार के पद पर कार्यरत हों</li> <li>Preference will be given to the candidates having experience in administration, training, e-office, PFMS, iBEMS and General Department.</li> <li>प्रशासन, प्रशिक्षण, ई-ऑफिस, PFMS, iBEMS और सामान्य विभाग में अनुभव रखने वाले उम्मीदवारों को वरीयता दी जाएगी।</li> <li>Having good knowledge of computers.</li> <li>कंप्यूटर का अच्छा ज्ञान होना।</li> </ul>



The tenure of one term of posting on deputation basis would be initially for a period of 3 years (as per Hqrs circular no. 269/Trg. Div./42-A/2019, dated 18.09.2019 and No. 398/Trg. Div./42-A/2019, dated: 14.07.2020) extendable subject to willingness of the employee and at the discretion of the competent authority. However, the RCB&KI, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory. Deputation allowance will be payable as per rules from the date of joining.

प्रतिनियुक्ति के आधार पर पद की प्रारम्भिक अवधि 3 वर्ष (मुख्यालय के परिपत्र सं. 269/Trg. Div./ 42-A/2019, दिनांक 18.09.2019 तथा No. 398/Trg. Div./42-A/2019, दिनांक 14.07.2020) की होगी जिसे आगे कर्मचारी की इच्छा और प्राधिकारी के विवेक पर आगे बढ़ाई जा सकती है। हालाँकि, अगर प्रतिनियुक्त कर्मचारी का प्रदर्शन(performance) असंतुष्ट पाया जाता है तो, RCB&KI को उसको प्रत्यावर्तित करने का अधिकार होगा। कार्यग्रहण की तिथि से नियमानुसार प्रतिनियुक्ति भत्ता देय होगा।

The application of officials willing to serve in RCB&KI, Jaipur in the above mentioned capacity may kindly be forwarded along with the following documents latest by 29.09.2023.

उपर्युक्त कार्यक्षमता अनुसार RCB&KI जयपुर में सेवा देने के इच्छुक अधिकारियों के आवेदन को निम्नलिखित दस्तावेजों के साथ कृपया दिनांक 29.09.2023 तक भेजें।

- i) Particulars of applicant/Bio-data (Annexure enclosed).  
आवेदक / बायो-डेटा (संलग्न संलग्न) के विवरण।
- ii) Vigilance clearance Certificate: It may be certified that no Disciplinary/Court/Vigilance case is pending or contemplated against the applicant.  
सतर्कता मंजूरी प्रमाण पत्र: यह प्रमाणित किया जा सकता है कि आवेदक के खिलाफ कोई अनुशासनात्मक /न्यायालय/सतर्कता का मामला लंबित या विचाराधीन नहीं है।
- iii) Attested copies of APARs dossier for the last 5 years (Year 2022-23, 2021-22, 2020-21, 2019-20 & 2018-19). If APARs of this time period are not available, please send APARs of previous years along with gap sheets.  
पिछले 5 वर्षों (वर्ष 2022-23, 2021-22, 2020-21, 2019-20 & 2018-19) के लिए APARs dossier की सत्यापित प्रतियाँ। यदि इस समयावधि की APARs उपलब्ध नहीं है तो, कृपया गैपशीट के साथ इससे पूर्वोत्तर वर्षों की APARs भेजें।
- iv) Name of only those candidate be recommended who can be relived immediately on selection.  
केवल उन्हीं अभ्यर्थियों के नाम की अनुशंसा करे जिन्हें चयन पर तुरंत कार्यमुक्त किया जा सकता है।

This issues with the approval of the Principal Director General.

यह प्रधान निदेशक महोदय द्वारा अनुमोदित है।

Yours faithfully/भवदीय.

Sr. Administrative Officer (Admn)/

वरिष्ठ प्रशासनिक अधिकारी/प्रशा.

ए. जी. कॉलोनी, बजाज नगर, जयपुर - 302015

A.G. Colony, Bajaj Nagar, Jaipur - 302015

दूरभाष / Tel.: 0141-2704709, फैक्स / Fax: 0141-2702927

ई-मेल / E-mail: [rtijaipur@cag.gov.in](mailto:rtijaipur@cag.gov.in), वेबसाइट / Website : [www.rtijaipur.cag.gov.in](http://www.rtijaipur.cag.gov.in)



**Application for the post of Asstt. Supervisor/Sr. Auditor/  
Sr. Accountant/Auditor/Accountant**

1.	Name of full(S/Shri/Smt/Ms)	
2.	Present Post held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications i) Educational ii) Professional	
7.	Office to which the applicant belongs i) Parent Office ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Post & Date of entry into IA&AD	
	i) Post (from.....to.....)	
	ii) Post (from.....to.....)	
	iii) Post (from.....to.....)	
	iv) Post (from.....to.....)	
11.	Whether probation period complete or not	



12.	Present Pay Level and Pay	
13.	Proficiency in computers, Details may be given	
14.	Mobile Number and officials email ID	
15.	Work experience	
16.	Any other relevant details	

Date:

Place:

(Signature of Applicant)

It is certified that the above particulars furnished are correct as per our office records and no disciplinary/vigilance action is pending against him/her.

Signature of the Head of the Department (with Stamp)

Date:

Place: