



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 /88

Date: 13.11.2023

**परिपत्र /CIRCULAR**

**Sub:** Filling up of vacancy on deputation basis in RCB&KI, Ranchi & RCB&KC, Bengaluru.

Circular inviting applications from eligible officials for filling up of various posts at Regional Capacity Building & Knowledge Institute, Ranchi 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 17.11.2023.

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)



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, राँची  
भारतीय लेखापरीक्षा एवं लेखा विभाग  
Regional Capacity Building and Knowledge Institute, Ranchi-834002  
Indian Audit and Accounts Department

No. RCB&KI-RAN/Admn.-24/Deptn/Non Faculty/2023-24/336

Date: 2023

02.11.2023

To,

All Offices as per Mailing List of IA&AD.

**Subject: - Deputation assignment for filling up of 1 post of Auditor/Accountant or Sr. Auditor/Accountant at RCB&KI, Ranchi.**

Sir/Madam,

Application are invited from eligible and willing officials for filling up the following post on deputation basis:

Sl No	Post	Eligibility
1	1 Post of Auditor/Accountant or Sr. Auditor/Sr. Accountant	1. Holding analogous post 2. Should possess reasonable IT skill i.e. use of MS Office and web browsing. 3. Should possess good communication skill 4. Age of applicants should not be more than 56 years

**Terms & Conditions:**

1. The term of deputation will be initially for three years and extendable thereafter on yearly basis subject to the continued suitability of the official and administrative convenience of this office.
2. While working at RCB&KI, the official will be entitled to deputation allowance as admissible. However, officials drawing MACP/NFU pay are not eligible for Deputation allowance.
3. Other existing terms and conditions in respect of deputation will be applicable.
4. Application from willing and eligible officials along with following documents may be forwarded to this office latest by **20.11.2023** for consideration.

- a) Biodata (Format enclosed)
- b) Certified copy of last five years APAR
- c) Certified copy of last five years APAR
- d) Vigilance Clearance Certificate
- e) Certificate to the effect that the particulars given by the applicant are correct.

5. A reference may be invited to Headquarters circular No 269/Trg Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to the field offices on augmentation of staff (Administration and Faculty) have been issued for strict compliance. The instructions in said circular are reproduced below:

- i) Field offices shall display the deputation notification issued by RCB&KI on the notice boards and circulated among the staff giving reasonable time to the candidates for responding to the notification.
- ii) Field offices shall forward all applications received from their offices/Staff against the positions advertised by RCB&KI/RCB&KCs to the concerned Institute/Centre, without withholding any application.
- iii) On completion of selection process, the field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignment at RCB&KI/RCB&KCs at the earliest.
- iv) The initial deputation period to RCB&KI/RCB&KCs however, reserves the right to repatriate a deputationist at time, if his/her performance is found unsatisfactory.

Yours faithfully,

*Ravi Shankar*  
Sr. Audit Officer/Admn.

Copy to:

1. All IA&AD offices (by e-mail).
2. AAO (CF/IT) for hosting on the website.
3. SAO (Admn) information and record.
4. RCB&KI, Ranchi Notice Board.

*Ravi Shankar*  
Sr. Audit Officer/Admn.

**Bio Data (Annexure)**

1.	Name	
2.	Post Held	
3.	Date of Birth	
4.	Qualifications i) Educational ii) Professional	
5.	Office to which the applicant belongs i) Parent Office ii) Present Office	
6.	Date of Entry into IA&AD	
7.	Date of promotion to the present post	
8.	Details of knowledge & experience in the field of IT.	
9.	Any achievement in the field of IT	
10.	Present Pay and Pay Level	
11.	Mobile No and official Mail ID	
12.	Permanent Address	
13.	Present Address	
14.	Any other relevant details	

Date:  
Place:

**Signature of applicant**

It is certified that the above particulars furnished are correct as per our office records.

**Signature of Head of the Office (With Stamp)**



No. RCB&KC/Admn/Deputation/2023-24/241

Dated: 07 .11.2023

To,

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

**Subject: Deputation Assignment at Regional Capacity Building and Knowledge Centre, Bengaluru for filling up of one post of AAO (FHD for e-HRMS) and one post of Sr. Auditor/Auditor**

Sir/Madam,

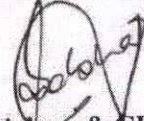
1. RCB & KC Bengaluru caters to the capacity building requirements of nine offices of Indian Audit & Accounts Department located in Bengaluru and Hubli.
2. Applications are invited for one post of AAO (FHD for e-HRMS) and one post of Sr. Auditor/Auditor which are currently vacant at RCB & KC Bengaluru:

Sl. No.	Post	Job description	Eligibility	No. of vacancies
01.	AAO (FHD for e-HRMS)	Implementation of e-HRMS in all the assigned offices	<ol style="list-style-type: none"><li>1. Holding of analogous post of AAO.</li><li>2. Good Communication Skills</li><li>3. Should possess reasonable IT skills i.e. use of MS Office, E-Office, Web browsing etc</li><li>4. Good knowledge of CCS rules.</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><li>4. Should possess Technical skills i.e., maintenance of computers, projectors, telephone and FTTH connections etc</li></ol>	One

3. Applications of officers who are willing to be considered for deputation in RCB & KC, Bengaluru for the above mentioned post may forward the application to RCB & KC Bengaluru through proper channel on or before **24.11.2023** 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. RCB & KC, however, reserves the right to repatriate a deputationist at any time even before three years.
6. Deputed officers/officials will be entitled for training 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, RCB & KC, Bengaluru

Yours faithfully,



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

**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:**