



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, सैफाबाद, हैदराबाद - ५०० ००४

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE,
SAIFABAD, HYDERABAD - 500 004.



No.DG/RCB&KI /Hyd/Admn/2023/I-6/Deputation/2023-24/ 42
Dated:01 /09/2023

To

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

**Sub: Filling up of vacancy of Senior Audit Officer/Asst.Audit Officer
(Faculty Member) in RCB&KI, Hyderabad on Deputation basis-
reg.**

Sir/Madam,

Applications are invited through proper channel for the post of one SAO/AAO (Faculty Member) in the Regional Capacity Building & Knowledge Institute (RCB &KI), Hyderabad. The vacancy would be filled up on deputation basis. The names of SAOs/AAOs who are willing to be considered for deputation to RCB & KI, Hyderabad may be forwarded to this office on or before **20.09.2023**, along with their biodata (in enclosed format), Certified copies of APARs for the last five years duly attested on each page and Vigilance Clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicants.

2. The term of deputation will be for a period of 3 years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. Training Allowance at prescribed rates would be admissible as per instructions prevailing from time to time.

The criteria to be fulfilled by the officers applying for the deputation and the job requirements for the above-mentioned post is as below:

- Ability to deliver lectures on Commercial/General Training Topics and Coordination with guest Faculty, as and when required.
- Work relates to knowledge Centre topic i.e. Public Private Partnership (PPP) and Audit of Local Urban Bodies and priority topic i.e. Audit of Autonomous Bodies for RCB& KI, Hyderabad. The preparation of material for use in training and research in these topics. Work involves delivering lectures on such topics and other topics of interest to audit and accounts and co-ordination with guest faculty.

- c. Preparing the course schedule, coordinating and conducting Commercial/ General Courses. Preparation of course materials, handouts, Audio Video aids etc.
 - d. General Coordination work related to correspondence for Commercial/ General Courses as per allocation
 - e. Selection of the Guest faculty of the course to be conducted as per allocation. Handling sessions related to the allotted courses.
 - f. Assessment and Evaluation of effectiveness of all Commercial/General training courses as per allocation
 - g. Developing course ware on the allotted subjects/courses
 - h. Preparing draft Annual Calendar of Training Programme(COTP) for all General courses and submission of consolidated CoTP of General/EDP Courses to Director General/Principal Director
 - i. Correspondence work related to conduct of Regional Advisory Committee meetings (RAC) and Mid-term Review meetings from time to time.
 - k. Correspondence work related to obtaining Administrative approval of Director General/Principal Director regarding payment of Honorarium/remuneration to resource persons/guest faculties for the courses as per allocation.
 - l. Preparation of STMs/ case studies.
 - m. All correspondence work with Headquarters office regarding training related matters as well as the Annual Training Calendar, Calendar of Training Program and RAC meetings.
 - n. Any other work assigned by the Director General/Principal Director from time to time.
3. A reference is invited to Headquarters Circular No 269/Trg. Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RCB&KI/RCB&KCs were issued for strict compliance. The instructions in the said circular are re-iterated below:
- a. Field offices shall display the deputation notifications issued by RCB&KI/RCB&KCs on the notice boards and circulate among the staff finding reasonable time to the candidates for responding to the notification.
 - b. Field offices shall forward all applications received from their offices/staff against the position advertised by RCB&KIs/RCB&KCs to the concerned Institute/Centre without withholding any application.
 - c. On completion of selection process, field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignments at RCB&KIs/RCB&KCs at the earliest.
 - d. The initial deputation period to RCB&KI/RCB&KCs will be for 3 years extendable on yearly basis thereafter. The RCB&KI, Hyderabad reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

- e. However, clause at (b) above regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/RCB&KCs will not apply in case of applications who have been reverted/repatriated in the last six (6) months from RCB&KI/RCB&KCs to their parent offices as per Headquarters Circular No. 398/Trg.Div/42-A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.
4. This issues with the approval of Director General.

Yours faithfully,

J. Krishnawar Ray
Senior Audit Officer (Admn.) 1/9/23

BIO DATA (ANNEXURE)**LATEST
PHOTO**

1	Name in full (S/Shri/Ms)	
2	Present Post Held	
3	Permanent Address	
4	Present Address	
5	Date of Birth	
6	Qualification 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	Date of entry in IA&AD	
11	Date and year of passing SAS examination (Please mention Civil accounts/Civil Audit/ Commercial/P&T etc)	
12	Date of promotion as AAO/SAO	
13	Details of other exams passed (RAE/CPD – I, CPD – II/others)	
14	Proficiency in Computers, full details may be given	
15	Present pay and Pay level	
16	Contact Number and official email id	
17	Any other information	

Date & Place:

Signature of the applicant