



भारतीय लेखा परीक्षा और लेखा विभाग

INDIAN AUDIT & ACCOUNTS DEPARTMENT

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, कोलकाता

Regional Capacity Building and Knowledge Institute, Kolkata



No. RTI/Kol/Deputation/2023-24/ 1693

Date: 13.10.2023

To

All Offices as per mailing list
(CAG-IAAD@LSMGR.NIC.IN)

Sub: Deputation Assignment at Regional Capacity Building & Knowledge Institute, Kolkata for filling up of vacancy in the cadre of Sr. Audit Officer/Knowledge Centre.

Sir/Madam,

1. A post of Sr. Audit Officer in the pay level 10/11 is going to be vacant at Regional Capacity Building and Knowledge Institute (RCBKI), Kolkata. The post would be filled up on deputation basis from cadre of Sr. Audit Officer. However, as per Headquarters circular dated 01.11.2019 the post of core faculty Sr.AO in RTIs/RTCs is interchangeable with AAO.
2. Sr. Audit Officer/AAO willing to be considered for deputation to RCBKI, Kolkata should have following experience/ knowledge: -
 - a. Computer operations on MS Office Package, internet etc., ability to work in various online portal such as SAI training portal, e-HRMS etc.
 - b. Sufficient knowledge and experience in auditing of various sectors **preferable transport sector** (Transport Corporations/Department/NHAI/IWAI/Civil Aviation etc)
 - c. Experience and knowledge in Compliance & Performance Audit.
 - d. Capable of delivering lectures on various topics as a core faculty,
 - e. Excellent communication (Verbal & Written) skills
 - f. Good writing skill and ability to prepare Structure Training Module (STM), case studies etc.
 - g. Capable of working as a course coordinator and have good HR skills.
3. The application may be forwarded on or before 08.11.2023 along with the Bio-Data (Format enclosed), copies of completed APAR for the last 05 (five) years and vigilance clearance certificate of the willing candidates.
4. The term of deputation will be initially for a period of three years, subject to his/her continued suitability and administrative convenience to be reviewed by competent authority. While

working at RCBKI Kolkata, the selected official will draw his/her basic pay plus other allowances as admissible under extant rules.

5. A reference is invited to Headquarters Circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 wherein instructions to field offices on augmentation of staff in RTIs/RTCs were issued. The important instructions in the said circular are re-iterated below:

- Field offices shall display the deputation notifications issued by RTIs/ RTCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
- Field offices shall forward all applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application;
- On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
- The initial deputation period to RTIs/RTCs will be for 3 years extendable on yearly basis. The RTI/RTC however, reserves the right to repatriate an officer on deputation at any time, if his/her performance is adjudged unsatisfactory by the controlling authority.

This issues with the approval of the Principal Director.

Encl: As above

Yours faithfully,


Sr. Audit Officer/Administration

BIO-DATA

Name in full	
Permanent address	
Present address	
Date of Birth	
Educational qualification	
Technical qualification	
Date of appointment	
Parent office	
Post held at present	
Office in which working at present	
Present place of posting	
Category	
Knowledge of Computer	
Details of working experience	
Official email address	
Mobile number	
Any other relevant details	

Date:

Place:

Signature of applicant

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

Signature of Head of the Office (With Stamp)

