



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, चेन्नै  
भारतीय लेखापरीक्षा तथा लेखा विभाग

**REGIONAL CAPACITY BUILDING AND  
KNOWLEDGE INSTITUTE, CHENNAI**  
**INDIAN AUDIT AND ACCOUNTS DEPARTMENT**

No. RCB&KI/Admn./Deptn./Unit-IV/2023-24/259

Dt.25.01.2024

To  
All the Head of the Department in IA&AD  
(As per mailing list)

Sub: Filling up of one post of Faculty Member (IS) in  
RCB&KI Chennai – reg.

Sir/Madam,

Applications are invited from eligible Officers viz., SAOs/AAOs  
(Serving/Retired) for filling up one post of Faculty Member (IS).

Eligibility for Serving officials (SAOs/AAOs) :

1. The Officer should have ample knowledge and experience in handling classes in MS Office applications, Oracle, SQL, IDEA, IT Audit, Postgresql and KNIME.
2. CIA or CISA qualification is preferred.
3. Proficiency in SAI portal is essential.
4. Experience in IT audit will be an added qualification.
5. Age of the Officer should not be more than 56 years on the date of issue of this Notification.
6. The Officer should hold analogous post on a regular basis for a minimum of two years.

Other terms and conditions for Serving officials (SAOs/AAOs) :

1. The term of deputation shall initially for a period of THREE years extendable on yearly basis subject to administrative convenience and consent of lending Office/HQrs.
2. The selected Officer is entitled for training allowance @ 12% of basic pay.
3. The Officer will be in charge of all IT related purchases and their maintenance. Technical knowledge, both hardware and software is desired. Proficiency in GeM portal is also desired.

Eligibility for Retired officials (SAOs/AAOs) :

1. The Officer should have ample knowledge and experience in handling classes in MS Office applications, Oracle, SQL, IDEA, IT Audit, Postgresql and KNIME.
2. CIA or CISA qualification is preferred.
3. Proficiency in SAI portal is essential.
4. Experience in IT audit will be an added qualification.
5. Age of the Officer should not be more than 65 years on the date of issue of this Notification.



Other terms and conditions for Retired officials (SAOs/AAOs) :

1. The initial tenure of appointment on short term contract basis will be one year, from the date of joining the post or vacancy filled through deputation whichever is earlier and cannot be extended for more than 5 tenures subject to the fulfilment of other conditions.
2. Self-attested copies of ACRs/APARs of last 3 years must be attached along with the application.
3. The other terms and conditions including remuneration payable will be governed by OM NO.3-25/2020-E III A dated 09.12.2020 issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi.

Details of remuneration <sup>for</sup> of retired officials: -

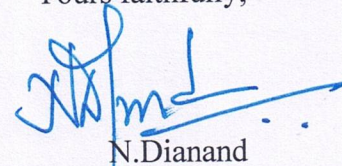
1. The retired officer will be paid a fixed amount, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged during the term of the contract.
2. Rs.7000/- per month will be paid as Transport Allowance.
3. No annual increment/percentage increase, Dearness Allowance, DA on TA and House Rent Allowance shall be allowed during the contract.
4. The appointment will be purely on temporary basis and is subject to termination at any time.
5. 1.5 days of paid leave for each completed month of service is permissible.
6. Terms and conditions mentioned above can be modified at the discretion of RCB&KI, Chennai.

Interested officers (retired) willing to serve in this office may send their complete application, as per the format attached through email i.e., [rtichennai@cag.gov.in](mailto:rtichennai@cag.gov.in) on or before 16.02.2024

In case of Serving employees, it is requested that names of willing SAOs/AAOs, who fulfill the eligibility criteria may be forwarded along with their bio-data in the prescribed format, certificate of no charges/vigilance/court case pending and grading of the individual in APAR/SPARROW for the last five years i.e. from 2018-19 to 2022-23 on or before 16.02.2024.

Encl: As above.

Yours faithfully,



N.Dianand  
Senior Audit Officer (Admn)



PROFORMA

For Serving officials (SAOs/AAOs)

NAME IN FULL (CAPITAL LETTERS)	
DATE OF BIRTH	
QUALIFICATION 1. EDUCATIONAL 2. PROFESSIONAL	
DATE OF ENTRY INTO GOVERNMENT SERVICE	
DATE OF ENTRY INTO IAAD	
DATE OF PASSING OF EXAMS 1. SOG/SAS (WITH STREAM) 2. RA 3. CPD I 4. CPD II 5. CPD III 6. OTHER EXAMINATIONS	
DATE OF PROMOTION 1. SO 2. AAO 3. SAO	
BASIC PAY AS ON 01.01.2024 WITH PRESENT PAY (LEVEL/MATRIX)	
PARENT OFFICE	
EXPERIENCE IN RELEVANT FIELD	
CONTACT DETAIL 1. MOBILE NO 2. OFFICIAL E-MAIL ID 3. PRESENT ADDRESS  4. PERMANENT ADDRESS	
ANY OTHER RELEVANT INFORMATION	

Signature of the applicant



PROFORMA  
For Retired officials (SAOs/AAOs)

(Affix recent  
passport size photo)

Sl. No.	PARTICULARS	
1	Name of the retired Officer	
2	Residential Address	Permanent
		Present
3	Mail ID	
4	Date of Birth	
5	Mobile No	
6	Qualification	Educational
		Professional
7	Date of entry into Govt. service	
8	Name of the Office from where retired	
9	Date of retirement	
10	Emoluments (Please attach copy of PPO)	Basic Pay on retirement
		Pension fixed on retirement
11	Net Qualifying Service	
12	Post held at the time of retirement	
13	In case of voluntary retirement, ground on which retired	
14	Experience	Attach separate sheet along with copies of APAR for the last 3 years
15	Additional information, if any, on professional experience, training, research work related to the post	
16	Details of prior experience in handling of classes in-house/other training institutions/other offices	

Signature of the applicant