

# Regional Capacity Building and Knowledge Centre, Bengaluru

No. RCB&KC/BNG/Admn/Deputation/2024-25/47

Dated:29.07.2024

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/Knowledge Centre and One post of Personal Secretary.**

**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/Knowledge Centre and one post of Personal Secretary which are currently vacant at RCB & KC, Bengaluru:

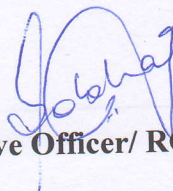
Sl.No.	Post	Job description	Eligibility	No. of vacancies
01.	AAO/Knowledge Centre	<ol style="list-style-type: none"><li>1. Knowledge Centre activities on allocated topics of RCB&amp;KC, Bengaluru <i>i.e.</i>,<ol style="list-style-type: none"><li>i. Financial Audit.</li><li>ii. Audit of Autonomous Bodies.</li></ol></li><li>2. Preparation and designing the course structure for trainings on KC topics which entail course content of sessions, reference material, FAQs and comprehensive presentations.</li><li>3. Preparing STMs/Case Studies and Research papers to contribute to the Knowledge Repository.</li><li>4. Work pertaining to implementation of Central Knowledge Repository (CKR) of Knowledge &amp; Capacity Building (K&amp;CB) Wing.</li></ol>	<ol style="list-style-type: none"><li>1. Holding of analogous post of AAO/SAO.</li><li>2. Experience in Financial Audit/Audit of Autonomous Bodies/Commercial Audit.</li><li>3. Good Communication Skills.</li><li>4. Should possess reasonable IT skills <i>i.e.</i> use of MS Office, MS Excel, web browsing and E-Office.</li></ol>	One

02.	<b>Personal Secretary</b>	<ol style="list-style-type: none"> <li>1. Schedule and coordinate meetings, answer phone calls and take messages, check and forward emails, plan travel and aligned arrangements.</li> <li>2. Co-ordinate with IAAS officers where necessary as per instructions of HOD.</li> <li>3. Assisting SAO /AAO in making logistic arrangements for RAC Meetings. Departmental meetings. Regular Trainings and Conferences.</li> <li>4. Any other work assigned by the Senior Officers.</li> </ol>	<ol style="list-style-type: none"> <li>1. Holding the post of Asst. Supervisor/ Sr. Auditors/ Sr. Accountant/Auditor/ Accountant.</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>	<b>One</b>
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3. Applications of officers/officials who are willing to be considered for deputation in RCB & KC, Bengaluru for the above-mentioned posts may forward the application to RCB & KC, Bengaluru through proper channel on or before **30.08.2024** along with their biodata in the format prescribed in **Annexure I** and 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 an officer/official on deputation at any time even before three years.
6. Deputed officers/officials will be entitled for deputation allowance/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 is invited to Headquarters Circular no: 269/Trg/Div/42-A/2019 dated 18-09-2019 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,**



**Sr. Administrative Officer/ RCB & KC, Bengaluru**