



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/7-28/2024-25/80

Date: 27.11.2024

परिपत्र /CIRCULAR

Sub: Filling up of vacancy on deputation basis in iCAL, Rajkot, RCB&KI, Kolkata and RCB&KI, Chennai.

Circular inviting applications from eligible Senior Audit Officers/Assistant Audit Officers/ Assistant Supervisors/Senior Auditors /Auditors for filling up of vacancies in the same cadre at International Centre for Audit of Local Governance, Rajkot on deputation basis, is 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 28.11.2024.

Circular inviting applications from eligible Senior Audit Officers/Assistant Audit Officers for filling up of vacancies in the same cadre at Regional Capacity Building & Knowledge Institute, Kolkata on deputation basis, is enclosed herewith. Such of those officials who are eligible & fulfilling the criteria as mentioned in the advertisement 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 06.12.2024.

Circular inviting applications from eligible Asst. Suprs/Senior Auditors/Auditors for filling up of vacancies in the cadre of Senior Auditor at Regional Capacity Building & Knowledge Institute, Chennai on deputation basis, is 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 04.12.2024.

Encl: As stated


वरिष्ठ लेखा परीक्षा अधिकारी/प्रशासन
Senior Audit Officer/Admn.

Copy to:

1. Notice Board
2. SAO/Admn, O/o the PAG (Audit-II)
3. SAO/Admn, O/o the DGA (Central)
4. Hindi Section-for translation.



अंतरराष्ट्रीय स्थानीय शासन लेखा परीक्षा केंद्र
(भारत के नियंत्रक एवं महालेखापरीक्षक का अंतरराष्ट्रीय प्रशिक्षण केंद्र)

महालेखाकार कार्यालय परिसर, रेस कोर्स रोड, राजकोट,
गुजरात 360001



International Centre for Audit of Local Governance
(International Training Centre of Comptroller and Auditor General of India)

Accountant General Office Campus, Race Course Road, Rajkot,
Gujarat 360001

क्र. iCAL/2024-25/प्रतिनियुक्ति/

दिनांक: 11.11.2024

परिपत्र संख्या - 01/Circular - 01

सेवा में,

मेलिंग सूची के अनुसार IA&AD के सभी कार्यालय
CAG-ALL-OFFICES@ismgr.nic.in

विषय: अंतरराष्ट्रीय स्थानीय शासन लेखापरीक्षा केंद्र, राजकोट में प्रतिनियुक्ति संबंधी।

Sub: Deputation at International Centre for Audit of Local Governance, Rajkot-reg.

महोदय/महोदया,
Sir/Madam,

अंतरराष्ट्रीय स्थानीय शासन लेखापरीक्षा केंद्र (iCAL), राजकोट में नीचे वर्णित रिक्त पदों की प्रतिनियुक्ति के आधार पर पूर्ति किए जाने का प्रस्ताव है।

क्र. सं.	पदनाम
1	वरिष्ठ प्रशासनिक अधिकारी
2	सहायक प्रशासनिक अधिकारी
3	पर्यवेक्षक
4	सहायक पर्यवेक्षक
5	वरिष्ठ लेखापरीक्षक
6	लेखापरीक्षक
7	कनिष्ठ हिन्दी अनुवादक
8	लाइब्रेरीअन
9	लिपिक
10	वरिष्ठ निजी सचिव
11	आशुलिपिक - I
12	आशुलिपिक - II
13	एम टी एस

- उक्त पदों के लिए प्रतिनियुक्ति के लिए इच्छुक अभ्यर्थी के आवेदन उनके बायोडाटा (संलग्न प्रारूप में), प्रत्येक पृष्ठ पर विधिवत सत्यापित की गई एपीएआर की प्रमाणित प्रतियां और सतर्कता मंजूरी प्रमाण पत्र के साथ **30.11.2024** या उससे पहले इस कार्यालय को भेजे जा सकते हैं। यह प्रमाणित किया जाना चाहिए कि आवेदकों के खिलाफ कोई भी अनुशासनात्मक/न्यायालयीन/सतर्कता मामला लंबित अथवा अपेक्षित नहीं है। डाक देरी से बचने के लिए योग्य उम्मीदवारों के आवश्यक दस्तावेजों को स्कैन कर संबंधित मूल कार्यालयों द्वारा ईमेल द्वारा भेजा जा सकता है।

3. चयनित अधिकारी अपने मूल वेतन और मौजूदा नियमों के तहत 24% प्रशिक्षण भत्ता/10%/5% प्रतिनियुक्ति भत्ता (जो भी लागू हो) के भुगतान के हकदार होंगे।
4. कार्यालय में प्रतिनियुक्ति के आधार पर सामान्य नियमों और शर्तों पर कार्यरत अधिकारियों/कर्मचारियों के आवेदन उनके संबंधित मूल कार्यालय (कार्यालयों) के माध्यम से अग्रेषित किए जाएंगे। प्रतिनियुक्ति पर कार्यरत पदाधिकारियों को संस्था में किसी भी पद पर आमेलन का अधिकार नहीं होगा।
5. क्षेत्रीय कार्यालयों को क्षेप्रसं/आरटीसी में कर्मचारियों (प्रशासन और संकाय) के संवर्धन के लिए विस्तृत निर्देश का सख्त अनुपालन हेतु जारी किए गए **मुख्यालय के परिपत्र संख्या 269/Trg.Div/42-A/2019 दिनांक 18.09.2019** का संदर्भ लिया जा सकता है। उक्त परिपत्र में दिए गए निर्देश नीचे पुनः दोहराए गए हैं:
 - क. क्षेत्रीय कार्यालय सूचना पट्टों पर क्षेप्रसं/आरटीसी द्वारा जारी प्रतिनियुक्ति अधिसूचनाओं को प्रदर्शित करेंगे और अधिसूचना का जवाब देने के लिए उचित समय देते हुए कर्मचारियों के बीच प्रसारित करेंगे।
 - ख. क्षेत्रीय कार्यालय किसी भी आवेदन को रोके बिना क्षेप्रसं/आरटीसी द्वारा विज्ञापित पद के लिए अपने अधिकारियों/कर्मचारियों से प्राप्त सभी आवेदनों को संबंधित संस्थान/केंद्र को अग्रेषित करेंगे।
 - ग. चयन प्रक्रिया के पूरा होने पर, क्षेत्र कार्यालय क्षेप्रसं/आरटीसी में शैक्षणिक/प्रशासनिक कार्यों के लिए चयनित अधिकारियों/कर्मचारियों को जल्द से जल्द कार्यमुक्त करने के लिए बाध्य रहेंगे।
 - घ. क्षेप्रसं/आरटीसी के लिए प्रारंभिक प्रतिनियुक्ति अवधि 3 वर्ष के लिए होगी और उसके बाद वार्षिक आधार पर बढ़ाई जाएगी। क्षेप्रसं/आरटीसी किसी भी समय पर एक प्रतिनियुक्त अधिकारी/कर्मचारी को कार्य प्रदर्शन असंतोषजनक पाये जाने पर प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है।
6. मुख्यालय के परिपत्र संख्या 398/प्रशिक्षण/42-A/2019 दिनांक 14.07.2020 के अनुसार, क्षेत्रीय कार्यालय द्वारा क्षेप्रसं/आरटीसी के विज्ञापित पदों के लिए अपने अधिकारियों/कर्मचारियों से प्राप्त किसी भी आवेदन को नहीं रोकने के विषय में बिन्दु नं. 5(ख), उन आवेदकों के मामले में लागू नहीं होगा, जिन्हें 6 महीने के अंदर क्षेप्रसं/आरटीसी द्वारा प्रत्यावर्तित किया गया है। आवेदनों को अग्रेषित करने से पहले इस पर ध्यान दिया जा सकता है।
7. परिवीक्षाधीन अधिकारियों/कर्मचारियों द्वारा किए गए आवेदनों पर विचार नहीं किया जाएगा।

The following vacant positions at International Centre for Audit of Local Governance (iCAL), Rajkot are proposed to be filled up on deputation basis.

S. No.	Designation
1	Sr. Administrative Officer
2	Asst. Administrative Officer
3	Supervisor
4	Asst. Supervisor
5	Sr. Auditor
6	Auditor
7	Jr. Hindi Translator
8	Librarian
9	Clerk
10	Sr. PS
11	Stenographer-I
12	Stenographer-II
13	MTS

2. Applications of candidates who are willing to be considered for deputation for the above posts may be forwarded to this office on or before **30.11.2024** along with their Biodata (Annexure enclosed), certified copies of APAR for the last 5 years duly attested on each page

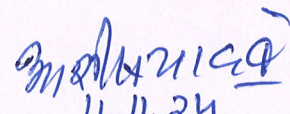
and vigilance clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicants. The required documents of the eligible candidates may be scanned and sent by email by the respective Parent offices to avoid postal delay.

3. The selected official will draw his/her basic pay plus 24% Training Allowance/10%/5% Deputation Allowance, as applicable on his/her basic pay and as admissible under extant rules.
4. The applications of the Officers/Officials working in the office on deputation basis on normal terms and conditions shall be forwarded through their respective parent office(s). The officials working on deputation basis shall not have right for absorption in any post in the institution.
5. A reference is invited to Headquarters **Circular No. 269/Trg.Div/42-A/2019 दिनांक 18.09.2019** wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circular are reiterated below:
 - a) 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.
 - b) Field offices shall forward all applications received from their officers/staff against the position advertised by RTIs/RTCs to the Institute/Centre concerned without withholding any application.
 - c) On completion of selection process, the field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignments at the RTIs/RTCs at the earliest.
 - d) The initial deputation period to RTIs/RTCs will be for 3 years and extendable on yearly basis thereafter. The RTI/RTC, however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.
6. However, clause at Sl. No. 5(b) regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RTIs/RTCs will not apply in case of applicants who have been reverted/repatriated in the last six (6) months from RTIs/RTCs to their parent offices as per Headquarters Circular No 398/प्रशिक्षण/42-A/2019 दिनांक 14.07.2020. This may please be noted before forwarding the applications.
7. Applications of officers/officials under probation will not be considered.

यह महानिदेशक, अंतरराष्ट्रीय स्थानीय शासन लेखापरीक्षा केंद्र, राजकोट के अनुमोदन से जारी किया जाता है।
This issues with the approval of Director General, International Centre for Audit of Local Governance, Rajkot.

भवदीय

संलग्न: बायोडाटा फॉर्म


11. 11. 24
वरिष्ठ प्रशासनिक अधिकारी/iCAL

BIO DATA (ANNEXURE)

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	Present pay and Pay level	
15	Contact Number and official email ID	
16	Proficiency in Computers. (Full details may be given.)	
17	Details of previous trainings (as a faculty)	
18	Details of employment of spouse, if also working in Government/Private sector (i) Name of spouse: (ii) Designation: (iii) Name & address of office:	
19	Any other information	

Date:

Place:

Signature of the applicant

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

Signature of HOD (with Stamp)

क्षेत्रीय क्षमता निर्माण एवं ज्ञान
संस्थान, कोलकाता

तीसरी एमएसओ बिल्डिंग, सीजीओ
कॉम्प्लेक्स, 5वीं मंजिल, 'ए' विंग, डीएफ
ब्लॉक, साल्ट लेक, सेक्टर - I,
कोलकाता - 700 064



REGIONAL CAPACITY BUILDING
& KNOWLEDGE INSTITUTE,
KOLKATA

3RD MSO BUILDING, CGO COMPLEX,
5TH FLOOR, 'A' WING, DF BLOCK,
SALT LAKE, SECTOR – I, KOLKATA -
700 064

No. RCBKI/Kolkata/Deputation/2024-25/1839

Date: 21.11.2024

To

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

Sub: Deputation Assignment at Regional Capacity Building & Knowledge Institute (RCBKI), Kolkata for filling up of vacancy in the cadre of Sr. Audit Officer/Admn (01), Asst. Audit Officer/Administration (01) and Assistant Audit Officer (01) to handle the work of Central Knowledge Repository (CKR).

Sir/Madam,

One post of Sr. Audit Officer/Administration, one post of Assistant Audit Officer/Administration and one post of Assistant Audit Officer to handle the Central Knowledge Repository(CKR) related works have been created in RCBKI/Kolkata vide Headquarters Letter No. 1218/Staff(S&R)/Admn Post/RCBKI/KC/79-2424 dated 09.09.2024 with a period from the date of entertainment to 28.02.2025.

These posts will be filled up on deputation basis. Applications are invited to fill up these posts from the eligible officers from the IA&AD as per existing deputation rules.

1. Eligibility criteria for Sr. Audit Officer/Admn are as follows:

Holding similar post in any office of IA&AD with a minimum period of 03 years as a Sr. AO. The officer must have profound knowledge in administrative and Establishment matters and must have the good drafting skills. The officer has the experience in Supervising all works of Administration, experience in DDO related works. Experience in GST return, eHRMS, related works. The officer should have good working knowledge in computer along with MS Office Package, internet etc., ability to work in various online portal such as GeM portal, iBEMS, PFMS, Income Tax, e-AWAS, SAI training etc.

2. Eligibility criteria for Assistant Audit Officer/Admn are as follows:

Holding similar post in any office of IA&AD with a minimum three years service in the cadre of AAO. Experience in preparing BE/RE, preparing bills, working experience in GeM portal, iBEMS, PFMS, eHRMS, SAI Training Portal. Working experience in preparing Income Tax returns, other various administrative returns, works relating to disaster management, arranging logistics support to training programmes, good working knowledge in computer along with MS office package, Excel, internet etc. reconciliation of expenses booked

by this office with those maintained by the office of Pr. Accountant General (A & E), profound knowledge in dealing with various administrative and establishment matters.

3. Eligibility criteria for Assistant Audit Officer/Central Knowledge Repository(CKR) are as follows:

Holding similar post in any IA&AD offices with a minimum three years service in the cadre of AAO. Applicant should have possessed knowledge center related works viz. preparation of 'Case Studies', Research papers, STMs. He should have good auditing knowledge in respect of Transport Sector, Local Governance, Compliance Audit etc, knowledge in preparing training modules and coordinating capacity with all other knowledge Institutions to gather inputs on Knowledge Centre topics. Vetting and improving the knowledge materials/substances received from various offices of IA&AD on CKR topics assigned to this Institution.

Central Knowledge Repository (CKR) to establish a systematic framework for the creation, management, access, and dissemination of knowledge in the Supreme Audit Institution of India (SAI India). CKR to make immense contributions towards enhancing the efficiency and effectiveness of SAI India by facilitating better informed decision-making, structured knowledge sharing, and organizational learning. The applicant has to perform all the tasks regarding CKR as per direction of the Headquarters and the Competent Authority of this Institute.

The officer should have good working knowledge in computer along with MS Office Package, internet etc., ability to work in various online portal such as e-Office, eHRMS, SAI training etc.

A reference is invited to Headquarters circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 wherein the detailed 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 RCBKIs/ RCBKCs 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 RCBKIs/RCBKCs 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 RCBKIs/RCBKCs at the earliest.
- The initial deputation period to RCBKIs/RCBKCs will be for one year subject to validity of the extension of the post and extendable on yearly basis thereafter. The

RCBKI/RCBKC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

There is no disciplinary, vigilance case pending or contemplated and no major/minor penalty is imposed on the Officer.

The term of deputation will be initially for a period from the date of joining to 28.02.2025 and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RCBKI, Kolkata, the selected official will draw pay and allowances as per extant rules.

Therefore, it is requested to recommend and forward the names of the willing Officers satisfying the eligibility criteria along with the Bio-Data (Annexure-I) and the abstracts of APARs/ACRs for the last 05 years (Annexure II) and attested copy of the APAR/ACRs to the undersigned on or within 16.12.2024.

This issues with the approval of the Director General.

Encl: As above

Yours faithfully,


Sr. Audit Officer/Administration

ANNEXURE-I
BIO-DATA

Post applied for the

1	Name in full	
2	Designation	
3	Date of Birth	
4	Category	
5	Parent Office	
6	Office in which working at present	
7	Present place of posting	
8	Date of Entry into IA&AD	
9	Post held at present	
10	Date of promotion as Sr.AO/AAO	
11	Present Pay and Pay Level	
12	Educational qualification	
13	Technical qualification	
14	Details of working experience	
15	Permanent address	
16	Present address	
17	Official email address	
18	Mobile number	
19	Any other relevant details	

Signature of the applicant

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

Signature of Head of the Office (With Stamp)

ANNEXURE II

ABSTRACT OF APARs/ACRs FOR THE LAST 05 YEARS UPTO 2023-24

(Year-wise APAR grading for the 05 years to be given in respect of each Officer)

Sl. No.	Name & Designation	2019-20	2020-21	2021-22	2022-23	2023-24

Indicate numerical grading's only

It is certified that No vigilance or disciplinary case is either pending or contemplated against the above Officers.

No major/minor penalty has been imposed on the above Officers in the past.

Signature of the Competent Authority
Date with office seal

क्षेत्रीय क्षमता निर्माण एवं
ज्ञान संस्थान, चेन्नै

भारतीय लेखा परीक्षा तथा लेखा विभाग



Regional Capacity Building and
Knowledge Institute, Chennai

Indian Audit and Accounts Department

RCBKI/Admn./Dept./Unit-I/2024-25/

Dated: 18.11.2024

To,

All offices under IA&AD.

Sub: Filling up of vacancies in the cadre of Sr. Auditor/Sr. Accountant in
RCBKI, Chennai on deputation basis – reg.

Sir/Madam,

There are two (02) vacancies in the cadre of Sr. Auditor/Sr. Accountant in the Regional Capacity Building and Knowledge Institute, Chennai. The vacancies will be filled up on deputation basis. The names of Sr. Auditor(s)/Sr. Accountant(s) or Auditor(s)/Accountant(s), (including Assistant Supervisors) who are willing to be considered for deputation to RCBKI, Chennai may be forwarded along with their bio-data, experience and grading of APARs for the last five years on or before 10.12.2024.

The candidates should possess adequate experience in handling of IT assets and their inventory management and all other administrative matters like preparation of Salary and Non Salary bills in iBEMS/PFMS, Maintenance of Service Books etc. The copy of the duties attached to the post is enclosed herewith as Annexure A.

The term of deputation will be initially for a period of three years. They are eligible to draw deputation allowance as per the extant orders. Attention to Headquarters circular 269/Trg.Div/42-A/2019 dated 18.09.2019 is invited which inter-alia stipulates that field offices should display/circulate deputation notifications issued by RCBKIs/RTCs among staff and forward all such application received to RCBKIs/RTCs, without withholding any application and relieve the selected official at the earliest.

This issues with the approval of Principal Director.

Yours faithfully

Sr. Audit Officer/Admn

Encl - Annexure A

Description of Duties.

- Handling of IT assets and their inventory management and submission of periodical reporting to Hqrs.
 - Work relating to EHRMS
 - Maintenance of Service Books, leave accounts.
 - Preparation of Pay Bills, GPF Bills, CEA Bills, TA Bills/LTC Bills etc.
 - Calculation of Income Tax, Issue of Form-16.
 - Matters relating to NPS, Miscellaneous correspondence with PAO.
 - Maintenance of Claim Registers and monthly closing of the same.
 - Movable Immovable property returns, Return on Sexual harassment against women in work place.
 - Report on vigilance cases against Gazetted Group 'B' and non-Gazetted Gr. C
 - All work relating to Budget such as preparation of RE/BE, Surrender of funds, Preparation and forwarding of Review of Expenditure Statement, Reconciliation of expenditure with PAO (compact as well as iBEMS).
 - Correspondence with Headquarters in Budget relating matters, iBEMS related work, any return connected with Budget etc.
 - Quarterly Return to Ministry regarding the expenditure on pay and allowances.
 - Processing of any representation from staff/officers of this institute.
 - Audit of sanction and Men-in-position, Sanctioned Strength and Men-in Position.
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- Payment of honorarium/ Professional Services to Guest Faculties within IA & AD and outside IA & AD.
 - Payment of Telephone, EB Bills, and reimbursement of newspaper charges.
 - Intimation of Honorarium paid to Guest Faculties within IA & AD to their respective offices.
 - Preparation of Non salary bills and uploading the same in iBEMS.
 - Upkeep and maintenance of Gym and other facilities for the Trainees.
 - Library related works.
 - Bill transit register, Bill register, Cheque register, Issue, Maintenance and closing of all Stock Registers Viz. Stock Register consumables-stationery, Stock Register of Sport etc.
 - Closing/submission of (Monthly /Quarterly/half yearly) Register of duplicate keys of cash chest, Attendance Register, Register of Keys, Register of Cases, compliance Register.



Application Form/Bio-Data

Name of the Post: Sr. Accountant / Sr. Auditor

1	Name	
2	Date of Birth	
3	Date of entry into IA&AD with name of Post	
4	Educational Qualification	
5	Languages Known	
6	Date of Promotion as Sr.Accountant/Sr.Auditor	
7	Date of Superannuation	
8	Professional Qualification (other than Sl. No.4	
9	Details of Work experience	

Signature of applicant

It is certified that the above particulars provided by the official are correct as per this office records. It is also certified that no vigilance/ disciplinary case is either pending or contemplated against the official. No major/ minor penalty has been imposed on the official.

Countersigned by the Cadre Controlling Authority