

**OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL**  
3<sup>rd</sup> MSO Building, CGO Complex, 5<sup>th</sup> Floor, DF Block,  
Sector- I, Salt Lake, Kolkata – 700 064  
E-mail: [agawestbengal2@cag.gov.in](mailto:agawestbengal2@cag.gov.in)

N.S. No. Admn.I/6-2/Deptn/XXVI (Part.2)/2024-25/1000

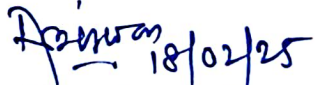
Dated: 18.02.2025

Enclosed please find following letters:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No. DGA(E&SD)Admin-II/Deputation/New Delhi dated 14.02.2025 received from O/o the DGACE (E&SD), New Delhi regarding filling up the vacancies in the post of SAO/AAO in O/o the DGACE(E&SD), New Delhi and its Branch Offices on deputation basis.	20.02.2025
2.	Letter no. RCBKC/Faculty Deputation/19/2024-25/602 dated 17.02.2025 received from RCB&KC, New Delhi regarding extension of date for receiving application. Previous circular in this regard was issued vide NS No. Admn-I/6-2/Deptn/XXVI(Part.2)/2024-25/840 dated 13.01.2025.	12.03.2025
3.	Letter no. RCBKI/Admn./Deptn. FM.IS./Unit-I/2024-25/Comp no 344456/276 dated 17.02.2025 received from RCB&KI, Chennai regarding extension of date for receiving application. Previous circular in this regard was issued vide NS No. Admn-I/6-2/Deptn/XXVI(Part.1)/2024-25/880 dated 23.01.2025.	20.02.2025

Branch officers concerned are requested to bring the contents of the above letters to the notice of willing and eligible official(s) and forward the application(s) of willing official(s) as per the date prescribed in the table above.

While recommending the name(s) of candidate(s), criteria/guidelines detailed in the aforesaid letters may be given due consideration.

  
Sr. Audit Officer (Admn.I)

Copy to:

1. DAG /AMG-I (Admn. & AS)
2. DAG/AMG-II
3. DAG/AMG-III
4. DAG/AMG-IV
5. Secretary to the Pr. Accountant General (Audit-II), WB.
6. Sr. Audit Officer/Admn.I & DAC
7. System Administrator/ EDP SC
8. Sr. Audit Officer /Admn.II, III,CC
9. Sr. Audit Officer/AMG-I (AS)
10. Sr. Audit Officer/ Record & APCC
11. Sr. Audit Officer/AMG-II(HQ)
12. Sr. Audit Officer/AMG-III(C)
13. Sr. Audit Officer/ AMG-IV(HQ) & Technical Cell
14. Sr. Audit Officer/ECPA-Cum-Report(Civil)
15. Sr. Audit Officer/ECPA-Cum-Report(Com)
16. Assistant Director (Official Language)/Hindi Cell
17. Assistant Audit Officer/Admn.I (For NIC-mail)

  
Asstt. Audit Officer (Admn.I)

dt: 17.02.2025

कार्यालय महानिदेशक लेखापरीक्षा, केन्द्रीय व्यय  
पर्यावरण एवं वैज्ञानिक विभाग  
नई दिल्ली - 1100 002

परिपत्र

**विषय : Filling up the vacancies in the post of SAO/AAO in the O/o the DGACE (E&SD) New Delhi and its Branch Offices-reg.**

Applications are invited through proper channel for filling up vacancies in the cadre of Senior Audit Officer (Pay Level 10/11) and Assistant Audit Officer (Pay Level 8/9) on deputation basis in the following offices: -

SL. No.	Office Name & Email ID	Name of Post	Vacancies
(1)	(2)	(3)	(4)
1.	O/o the DGACE (E&SD), New Delhi Head Office (email: - pdaesd@cag.gov.in)	Sr. Audit Officer (Civil)	02
2.	O/o the DGACE (E&SD), Mumbai Branch (email: - bresdmumbai@cag.gov.in)	Sr. Audit Officer (Civil)	02
3.	O/o the DGACE (E&SD), Bangalore Branch (email: - bresdbangalore@cag.gov.in)	Sr. Audit Officer (Civil)	02
4.	O/o the DGACE (E&SD), Mumbai Branch (email: - bresdmumbai@cag.gov.in)	Assistant Audit Officer (Civil)	01
5.	O/o the DGACE (E&SD), Bengaluru Branch (email: - bresdbangalore@cag.gov.in)	Assistant Audit Officer (Civil)	02
6.	O/o the DGACE (E&SD), Chennai Branch (email: - sosd@cag.gov.in)	Assistant Audit Officer (Civil)	01

**2. Eligibility Criteria for the Post of Senior Audit Officer; Officers working in the Civil Audit Offices under IA&AD: -**

- Holding post of Senior Audit Officer in Pay Level 10/11 in pay matrix and
- Having minimum 4 years of experience as Sr. Audit Officer

*Sh. J. Parical, Sr. Asstt.*  
18/2/25

- iii. Having "Outstanding" APARs for the last 5 Years.
- iv. Age of the applicant should not exceed 56 years of age on the closing date of the receipt of the applications.
- v.

3. Eligibility Criteria for the Post of **Assistant Audit Officer**; officers working in the Civil Audit Offices under IA&AD: -

- i. Holding post of Assistant Audit Officer in Pay Level 8/9 in pay matrix **and**
- ii. Having minimum 4 years of experience as Assistant Audit Officer
- iii. Having "Outstanding" APARs for the last 5 Years.
- iv. Age of the applicant should not exceed 56 years of age on the closing date of the receipt of the applications.

3. The other terms and conditions are given below: -

- i. The deputation will be initially for a period of one year extendable on annual basis subject to administrative convenience
  - ii. The maximum age limit for appointment of deputation shall not exceed **56** years as on closing date of application
  - iii. The deputation will be subject to the extant Recruitment Rules, DoPT instructions and the Extant Deputation Policy of Headquarters' Office as amended from time to time
  - iv. Deputationists will be entitled for deputation allowance as applicable in accordance with the relevant instructions of DOPT as amended from time to time
  - v. The place of posting shall be the office for which the candidate applies for deputation
  - vi. While forwarding the application, the Competent Authority at Lending Organisation would clearly mention the names of Office and Post for which the Candidate applies
  - vii. If the candidate applies for the post of SAO/AAO in the Branch office, the applications along with required documents should be forwarded to the Director/Deputy Director of that Branch under intimation to Head Office (New Delhi) through emails as mentioned in the table
  - viii. Selection of the candidates for deputation will be decided by the Administration of this office.
4. The candidates who fulfil the criteria may submit their applications giving full-service particulars, bio- data in the proforma enclosed (Annexure-1) through Proper Channel which should reach this office on or before **25.02.2025**. While forwarding the application by the lending offices, the following

documents/certificates should be furnished

a. Certificate to the effect that

1. The particulars given by the applicant in the biodata are correct.
2. No vigilance/disciplinary case is pending against the applicant.
3. In case of selection, the applicant will be relieved for taking up his/her assignment
4. Attested copies of APAR of the applicant for the last 04 years

Encs: Annexure

भवदीय,

Digitally signed by  
LALIT KUMAR VIMAL  
Date: 14-02-2025  
16:50:17  
उप निदेशक (प्रशासन.)

To,

**All Civil Audit Offices of IA&AD**

(As per mailing list)

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)	
2. Date of Birth ( in Christian era)	
3. i) Date of entry into service	
ii) Date of Retirement under Central/State Government Rules	
4. Educational Qualifications	

5. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	• Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

• **Important :** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below :

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

6. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
7. In case the present employment is held on deputation/contract basis, please state -			
a) The date of initial appointment	b) Period of appointment on deputation/	c) Name of the parent office/ organization to which the	d) Name of the post and Pay of the post held in substantive

	contract	applicant belongs	capacity in the parent organisation
<p>7.1 Note : In case of Officers already on deputation, the applications of such Officers should be forwarded by the parent cadre/ department along with Cadre Clearance, Vigilance Clearance &amp; Integrity Certificate.</p> <p>7.2 Note : Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/organisation</p>			
8. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
9. Additional details about present employment : Please indicate the name of your employer			
10. Please state whether you are working in the same Department			
11. Are you in Revised Scale of Pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
12. Total emoluments per month now drawn			
Basic Pay in the PB		Grade Pay	Total Emoluments
13. Whether belongs to SC/ST			

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address :

Date :     /    /

1/c

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

**2. Also certified that :**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or  
A list of major/minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

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(Employer/ Cadre Controlling Authority with Seal)

## PROFORMA

1.	Name of the applicant	
2.	Designation	
3.	Residential Address	
4.	Name of the parent office	
5.	Pay Band with Grade Pay	
6.	Present Basic Pay	
7.	Date of Appointment	
8.	Date/Year of passing SAS	
9.	Date of Promotion in the present cadre	
10.	Educational Qualification (attested copies to be furnished)	
11.	Any other qualification	
12.	Detail of experience	
13.	Details of deputation assignments held during last 05 years	

**Signature of Applicant**

**Place:**

**Date:**





भारतीय लेखापरीक्षा तथा लेखा विभाग (Indian Audit & Accounts Department)  
कार्यालय महानिदेशक लेखा परीक्षा (केन्द्रीय प्राप्ति), नई दिल्ली  
O/o The Director General of Audit (Central Receipt), New Delhi  
क्षेत्रीय क्षमता निर्माण एवं ज्ञान केन्द्र, नई दिल्ली  
Regional Capacity Building & Knowledge Centre, New Delhi  
'A' Wing, 5<sup>th</sup> floor, AGCR Building, Indraprastha Estate, New Delhi – 110002.  
☎011-23454328/332 ☎011-23702271 Email:- [rtinewdelhi@cag.gov.in](mailto:rtinewdelhi@cag.gov.in), website:- <https://cag.gov.in/rti/delhi/en>

No. RCBKC/Faculty Deputation/19/2024-25/६०२

Dt. 17.02.2025

To  
All Heads of Departments of IA&AD,  
(As per enclosed mailing list)

Subject: - Extension of last date for submission of applications of eligible SAOs/AAOs with revised guidelines for the filling up of EDP Core Faculty position in RCBKC, New Delhi on deputation basis.

Sir/Madam,

The Regional Capacity Building & Knowledge Centre, New Delhi requires services of eligible candidates for filling up following post on deputation basis:-

Post	No. of Vacancies
EDP core Faculty	02

1. Eligibility conditions and job requirements for the post are given in Annexure-1.
2. The deputation will initially be for a period of three (3) years which may be extended by the competent authority subject to continued suitability of the officer and administrative convenience. The RCB&KC however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.
3. Training allowance @24% would be admissible, in accordance with instructions issued by the Government of India and Hqrs office from time to time.
4. Selection of suitable candidate will be made by adopting the appropriate selection procedure based on the requirement of knowledge and skill involved in the job. The selection of the applicant will be notified.
5. Applications of all interested and eligible officers may please be forwarded along with the following documents latest by **21<sup>st</sup> March 2025** to the Director, Regional Capacity Building and Knowledge Centre, New Delhi.
  - Bio-data of applicant in prescribed format (Annexure-II)
  - Particulars of Experience of applicant for the post of EDP as per Annexure-III
  - Vigilance clearance certificate

Sgt. N. Parashar  
17/2/25

- Attested copies of APARs dossier for the last five years
6. 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 position in RCB&KIs/RCB&KCs were issued for strict compliance. The important issues addressed by the Headquarters office in the said circular are as below:-
- Field offices shall display the deputation notifications issued by RCB&KIs/RCB&KCs 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 RCB&KIs/RCB&KCs without withholding any application.
  - On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignment at RCB&KIs/RCB&KCs at the earliest.


The Headquarters office has again issued a circular letter vide No:11/Trg. Div./42-A/2023 dated: 02/05/2023 to heads of Department of IA&AD offices requesting therein that:

- Heads of field offices may assess the human resource requirements of respective offices and spare the services of SAOs/AAOs to RCB&KIs/RCB&KCs by permitting them to apply against the vacancies notified by RCB&KIs/RCB&KCs.
- Encourage SAOs/AAOs with domain knowledge for applying for the positions of Core-Faculty notified by the RCB&KIs/RCB&KCs providing them an opportunity to contribute to the capacity development activities of SAI India.
- Heads of field offices may extend faculty support by deputing officers with domain expertise to facilitate training sessions at RCB&KIs/RCB&KCs whenever such requests received from RCB&KIs/RCB&KCs.
- Heads of field offices/RCB&KIs/RCB&KCs may actively discuss the above.

In addition to this, the latest Hqrs deputation guidelines vide Circular No. 60-staff(App)-I/14-2023 dt. 27.01.2025 may kindly be referred for compliance.

7. This issues with the approval of the Additional Deputy Comptroller & Auditor General (Central Receipt), New Delhi.

Yours faithfully,

  
Director (RCB&KC)

## Annexure-I

### Eligibility conditions and job requirements

#### Eligibility for EDP Core Faculty

1. Holding analogous post of Sr. Audit Officer or Assistant Audit Officer with five years of regular service.
2. Officers below 56 years of age as on 31.03.2025 would be considered.
3. Knowledge of computer hardware, software, basic networking, Operating System
4. Proficiency in MS-Office (Word, Excel, Power-point, Access)
5. Familiarity with Databases with working experience in one of the database like Oracle, SQL Server, MySQL, Sybase etc.
6. Proficiency in IDEA & understanding of other data analytic software like Tableau, Knime, R, etc.
7. Familiarity with process of IT Audit and involvement in some IT audit taken up by department would be given weightage.
8. Experience as faculty in IA&AD training institutes / other training institute would be given preference.
9. The officer would be required to handle other areas besides faculty hence experience in administration, establishment would be an added advantage.

**Annexure-II****Bio data of applicant**

1.	Name of full(S/Shri/Smt/Ms)	
2.	Present Post held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications 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 into IA&AD	
11.	Date & Year of passing SAS Examination (Please mention Civil Audit/ Commercial/P&T/Railway/Defense Audit)	
12.	Date of promotion as AAO	
13.	Details of other exams passed (RAE/CPD-I,CPD-II/Others)	
14.	Proficiency in computers, Details may be given	
15.	Present Pay Level and Pay	
16.	Mobile Number and officials email ID	
17.	Any other relevant details	

Date:

(Signature of Applicant)

Place:

It is certified that the above particulars furnished are correct as per our office records and no disciplinary/vigilance action is pending against him/her.

**Signature of the Head of the Department (with Stamp)**

**Annexure-III**

**Particulars of Experience of applicant**

Name:- \_\_\_\_\_ Designation:- \_\_\_\_\_

Present office:- \_\_\_\_\_

**Knowledge and experience profile for EDP core faculty**

Particulars	Level of proficiency	Working experience	Certification/Degree, if any, on the subject		
			Details	Name of the Institute	Title
(1)	(2)	(3)	(4)	(5)	(6)
Operation system:					
• Windows					
• Linux					
• Unix					
MS-Office:					
• Word					
• Excel					
• Power-point					
• Access					
Databases:					
• Oracle					
• SQL server					
• MySQL					
• Others (Please mention)					
IDEA					
ACL					
Tableau					
QlikView					
Knime					
Hadoop					
Python					
R					
ERP:					
• SAP					
• Oracle financial					
• Microsoft Dynamics					

• JD Edwards					
Networking:					
• LAN					
• WAN					
• Internet					
IT Audit*					
Web development and management					

Note:- 1) Please use Basic, Intermediate, advanced for level of proficiency for different areas, on self-assessment basis.

\*List of IT audits conducted with web link to CAGs website or the report in which it was published.

A-1/InDard/359  
dt: 17-02-2025



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान  
भारतीय सेवापरीक्षा तथा सेवा विभाग  
**REGIONAL CAPACITY BUILDING AND  
KNOWLEDGE INSTITUTE**  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT



No.RCBKI/Admn./Deptn. FM.IS./Unit-I/2024-25/Comp no 344456/276Dt. 17.02.2025

To,

All Offices of IA&AD.

**Subject- Extension of last date for receipt of application for deputation to the post of Faculty Member(IS).**

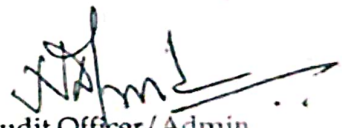
Sir/Madam,

Please refer to this office letter no No.RCBKI/Admn./Deptn. FM.IS./Unit-I/2024-25/245 dated 20.01.2025 vide which applications were invited from the willing and eligible officials from all the offices of IA&AD for filling up the vacant post of Faculty Member(IS) on deputation basis. The last date of receipt of applications was 14-02-2025.

In this regard, it is to intimate that the last date of receipt of applications from the willing and eligible officials is hereby extended till 26.02.2025 vide orders of the competent authority..

The previous notification dated 20.01.2025 with description of duties and proforma for application is enclosed herewith.

Yours faithfully,

  
Sr. Audit Officer/ Admin  
O/o RCB&KI Chennai

S.M. J. Parida  
29/2/25  
3  
18/4/25

**PROFORMA**

NAME IN FULL (CAPITAL LETTERS)	
DATE OF BIRTH	
QUALIFICATION 1. EDUCATIONAL 2. PROFESSIONAL	
DATE OF ENTRY IN TO GOVERNMENT SERVICE	
DATE OF ENTRY INTO IAAD	
DATE OF PASSING OF EXAMS 1. SOG/SAS (WITH STREAM) 2. RA 3. CPD 1 4. CPD II 5. CPD III 6. OTHER EXAMINATIONS	
DATE OF PROMOTION 1. SO 2. AAO 3. AO 4. SAO	
BASIC PAY AS ON 01.01.2025 WITH PRESENT PAY (LEVEL/MATRIX)	
PARENT OFFICE	
EXPERIENCE IN RELEVANT FIELD	
CONTACT DETAIL 1. MOBILE NO 2. CAG MOBILE ID 3. PRESENT ADDRESS  4. PERMANENT ADDRESS  ANY OTHER RELEVANT INFORMATION	

SIGNATURE OF THE APPLICANT

A.



DUTIES OF FACULTY MEMBER (IS)

1. All works relating to IS Courses
2. Preparation of Annual Calendar of Training Programme for IS Courses
3. Preparation of course schedule, coordinating and conducting all advance IS courses
4. Selection of Guest Faculty
5. Preparation of course materials/handouts, A V aids and handling sessions
6. Assessment and evaluation of effectiveness of training
7. Developing and standardizing course curriculum as per Hqrs instructions.
8. Liaison with Hqrs/Other training Institutes for faculty support
9. Overall supervision of working of EDP Training
10. Purchase and maintenance of all IT related items and other issues connected with EDP.
11. Any other work assigned by Hqrs/Director General/Principal Director from time to time.

A.  
M.