



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.PAG (Au-I)Admn.II/Deptn/7-28/2024-25/116

Date: 26.03.2025

परिपत्र /CIRCULAR

Sub: Filling up of vacancy on deputation basis in RCB&KI Hyderabad & NAAA Shimla.

Circular inviting applications from eligible officials for filling up of vacancies in Regional Capacity Building & Knowledge Institute, Hyderabad & National Academy of Audit and Accounts Shimla on deputation basis are 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 04.04.2025.

Sl. No.	Name of Institution	Name of the post	Eligible officials
1	RCB&KI, Hyderabad	Core Faculty (IS)	SAO
2	NAAA, Shimla	SAO	SAO

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.
5. SAO-EDP to display on office website.



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, सैफाबाद, हैदराबाद - ५०० ००४

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE,
SAIFABAD, HYDERABAD - 500 004.



सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्रशासन/Deputation/2018/1-6/2024-25/177

दिनांक: 21.03.2025

To

All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

विषय: Deputation Assignment at Regional Capacity Building and Knowledge Institute (RCB&KI), Hyderabad for filling up one vacant post of IS Core Faculty

Sir/Madam,

Applications are invited from eligible Officers viz.. SAOs/AAOs for filling up One post of IS Core Faculty on deputation basis in Regional Capacity Building and Knowledge Institute (RCB&KI), Hyderabad.

Eligibility Criteria:

Aptitude to deliver lectures and In-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, PL/SQL Programming, Microsoft Office, Website applications etc.) and experience in IT Audit.

- ❖ Knowledge in working with Data Analytics software like Tableau, Knime, Qlikview is desirable
- ❖ Ability in development and maintenance of IS systems, Website and e-office.
- ❖ Ability to Coordinate courses /Training Programs
- ❖ Ability in preparation of Course material and Structured Training Modules (STMs) for IS Courses

2. Application(s) of SAOs/AAOs who are willing to be considered for deputation to RCB&KI, Hyderabad for the post of IS Core Faculty may be forwarded to this office on or before **17 April 2025** along with their Bio-Data (Annexure enclosed), **certified copies of APAR for the last five 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 applicant. **The required documents of the eligible candidates considered by the respective Parent offices may be scanned and sent by email to avoid postal delay. Hard copies may be sent thereafter to this office.**

3. The term of deputation will be initially for a period of three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RCB&KI, Hyderabad, the selected official will draw his/her basic pay plus **Training Allowance** as applicable on his/her basic pay and as admissible under extant rules.

4. Maximum age limit for appointment by deputation shall not exceed **56 years** as on date of application for the post. The applications of the Officers/Officials working in the office on deputation basis on normal terms & 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 dated 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 re-iterated below:

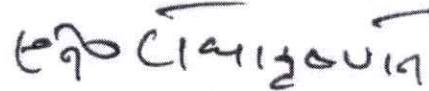
- e. Field offices shall display the deputation notifications issued by RCB&KIs/KCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
- f. Field offices shall forward all applications received from their officers/staff against the positions advertised by RCBKIs/KCs to the concerned Institute/Centre, without withholding any application;
- g. On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RCB&KIs/KCs at the earliest.
- h. The initial deputation period to RCBKIs/KCs will be for 3 years and extendable on yearly basis thereafter. The RCBKIs/RCBKC's 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 instructions to field offices not to withhold any applications received from their officers/staff against positions advertised by RCBKIs/RCBKC's **"will not apply in case of applicants who have been reverted/repatriated in the last six (6) months from RCB&KIs/RCBKC's to their parent offices"**. This may please be noted before forwarding the applications.

यह प्रधान निदेशक, क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद के अनुमोदन से जारी होता है।

Encl: Bio-data (Annexure)

भवदीय,



वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन

Bio-Data (Annexure)

Latest
Passport Size
Photo

1.	Name in full (S/Sri/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 in IA&AD	
11.	<i>Date and year of passing SAS Examination (Please mention Civil Accounts/Civil Audit/Commercial/P&T etc)</i>	
12.	Date of promotion as AAO/SAO	
13.	Details of other exams passed (RAE/CPD-I/ CPD-II/CPD-III/others)	
14.	Proficiency in Computers, full details may be given	
15.	Details of IT Audit Assignments/UN Audit/ Embassy Audit assignments	
16.	Present Pay and Pay Level	
17.	Mobile Number and official email ID	
18.	Any other relevant details	

Date:

Place:

(Signature of the applicant)

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

Signature of the Head of the Department (with Stamp)



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

भारतीय लेखापरीक्षा तथा लेखा विभाग
राष्ट्रीय लेखापरीक्षा तथा लेखा अकादमी
शिमला - 171004

INDIAN AUDIT & ACCOUNTS DEPARTMENT
NATIONAL ACADEMY OF AUDIT & ACCOUNTS
SHIMLA - 171 004



लोकहितार्थं सत्यनिष्ठा

Dated: 13.03.2025

To

All Head of the Department (in the IA&AD)

(Except Overseas Audit Offices)

Subject: Filling up the posts of Sr. Audit Officer and Assistant Audit Officer by transfer on deputation basis in the National Academy of Audit & Accounts, Shimla-reg.

Madam/Sir,

The National Academy of Audit & Accounts, Shimla proposes to fill up vacant posts in the cadre of Sr. Audit Officer and Assistant Audit Officer on deputation basis. The initial period of deputation will be for 3 years, with the possibility of extension subject to the individual's continued suitability and administrative convenience. The deputation will be governed by the terms and conditions stipulated in Headquarters Circular No. 60-Staff (App)-1/14-2023 dated 27.01.2025. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

02. The eligibility conditions are as under: -

Sl. No.	Name of the post and No. of the post	Level in pay Matrix	Eligibility/experience/terms & conditions
1.	Sr. Audit Officer (03)	Level-10	Sr. Audit Officer/Sr. Accounts Officer/ Assistant Audit Officer with seven years of regular service including service rendered in non-functional grade of Level - 9 (Rs. 53100-167800) of the pay matrix and having successfully completed mandatory training of two to four weeks in the field, as prescribed by the Headquarter Office.
2.	Assistant Audit Officer (01)	Level-08	Assistant Audit Officer/Assistant Accounts Officer/AAO (RT)/AAO(Adhoc)/ SAS passed candidates working in the Indian Audit & Accounts Department.

03. In light of the above, it is requested, that the names of willing officials may be suggested who in the event of final selection, could be spared immediately in the event of their selection for the post of Sr. Audit Officer and Assistant Audit Officer on deputation basis. Kindly forward the recommendations, alongwith the following documents/certificates, via email to le.naaa@cag.gov.in by 11.04.2025-

ई-मेल : naaa.cag@nic.in

e-mail : naaa.cag@nic.in

फैक्स : 0177-2657994

Fax : 0177-2657994

दूरभाष : 2803178, 2652458, 2653320

Phone : 2803178, 2652458, 2658320

- i. Bio-data (2 copies) in the enclosed prescribed proforma.
- ii. Job profile duly signed by Branch Officer.
- iii. Photocopies of complete and upto date ACR/APARs for the last 5 years duly attested on each page
- iv. Integrity certificate/Vigilance Clearance certificate and statement of major/minor penalty during last 10 years.

This may please be widely circulated in your offices.

Yours faithfully,



Director (Admin.)