



भारतीय लेखापरीक्षा तथा लेखा विभाग
Indian Audit & Accounts Department
क्षेत्रीय क्षमता निर्माण एवं ज्ञान केन्द्र, नई दिल्ली
Regional Capacity Building and Knowledge Centre, New Delhi
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No. RCB&KC/e-HRMS Faculty Deputation/Vol-XI/28/2025-26/292 Date: 20/11/2025

सेवा में,

भारतीय लेखा एवं लेखापरीक्षा के सभी कार्यालय,
(As per mailing list)

Subject: - Filling up of vacant RT post of AAO (e-HRMS) in RCB&KC, New Delhi on deputation basis.

Madam/Sir,

Regional Capacity Building and Knowledge Centre, New Delhi requires services of eligible candidates for filling up the following post on deputation basis as per Headquarters instructions: -

Post	No. of Vacancies
AAO (e-HRMS) - RT	01

1. Eligibility conditions and job requirements for the post are given in Annexure-I.
2. The deputation will initially be for a period of One (1) year and may be extended by the Competent Authority, subject to the continued suitability of the officer, administrative convenience and continuance of the RT post. 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 HQ Office from time to time.
4. Selection of a suitable officer will be made by adopting the appropriate selection procedure based on the requirement of knowledge and skills involved in the job.
5. Applications of all willing and eligible officers may please be forwarded along with the following documents, at the latest by **19th December 2025**, to the Director General, Regional Capacity Building and Knowledge Centre, New Delhi.

- Bio-data of applicant in prescribed format (Annexure-II)
- Vigilance clearance certificate
- 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 Headquarters office in the said circular are as below: -

- Field offices shall display the deputation notifications issued by RCB&KIs/RCB&KCs on the noticeboards 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 Headquarter 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 are received from RCB&KIs/RCB&KCs.
- Heads of field offices/RCB&KIs/RCB&KCs may actively discuss the above.

Additionally, 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 Competent Authority.

Yours faithfully,



Sr. Audit Officer (RCB&KC)

Annexure-I

Eligibility conditions and job requirements

1. Holding analogous post of AAO on regular basis.
2. Sr. AO with appropriate skill may also apply, as the post is interchangeable.
3. Officers below 56 years of age as on 01/01/2026 would be considered.
4. The officer would be required to support the capacity building and handholding for implementation of e-HRMS and related activities and to act as a Functional help desk for e-HRMS and related activities.
5. Officers with the below desired experience/skills will be preferred:
 - a. Prior exposure to the e-HRMS system/workflows
 - b. Awareness of Service / Bills related rules
 - c. Understanding of IT systems
 - d. Good communication skills

Annexure-II

Bio data of applicant

1.	Name in 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 and/or SAO	
13.	Details of other exams passed (RAE/CPD-I,CPD-II/Others)	
14.	Proficiency in administrative matters and 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)