

Annexure

Bio data of applicant for the post of _____

1.	Name in full (S/Shri/Smt/Ms)	
2.	Present Post held	
3.	Permanent Address	
4.	Date of Birth	
5.	Qualifications i) Educational ii) Professional	
6.	Office of which the applicant belongs i) Parent Office ii) Present Office	
7.	Whether belongs to SC/ST/Neither	
8.	Date of entry into Government Service	
9.	Date of entry into IA&AD	
10.	Date & Year of passing SAS Examination (Please mention Civil Audit/ Commercial/ P&T/ Railway/Defence Audit)	
11.	Date of Promotion as AAO	
12.	Details of other exams passed (RAE/CDP-I, CPD-II/Others)	
13.	Proficiency in computers, Details may be given	
14.	Present Pay Level and Pay	
15.	Mobile Number and official email ID	
16.	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)



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.



No.DG/RCB&KI/Hyd/Admn/2024-25/Dept/I-50/180
Dated 24/03/2025

To
All Offices of IA&AD (As per mailing list),

Sub: Deputation for the post of SAO/AAO(e HRMS) in RCBKI-
Hyderabad -regarding.

Sir/Madam,

The applications are invited from desirous candidates with regard to deputation assignment as per instructions given below.

S.No.	Post	No of vacancies
I.	SAO/AAO- Functional Helpdesk for (implementation of eHRMS)	01

Eligibility Criteria

1. Holding analogous post of A.A.O
2. Sr.A.O. with appropriate skills may also apply, as the post is interchangeable
- 3 Regular working proficiency in computers and comfort in using IT is necessary.
- 4 The requirement of the job is to support the capacity building, handholding and to act as functional e-HRMS helpdesk in RCB&KI, Hyderabad.

Terms of deputation & selection process

1. All officers who are willing should apply for the deputation through their respective Parent Offices. The Parent Offices are requested to forward such applications along with the Bio- data (as per the Annexure) and APARs for the **last five years** duly attested on each page to this Institute, so as to reach this Institute latest by **17/04/2025**. 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 forwarded by the respective Parent offices may be scanned and sent by email to avoid postal delay.
2. The RCBKIs/RCBKC reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
3. The selected officer will be entitled to training allowance as per extant rules.
4. Selection of a suitable officer shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall be notified.
5. Maximum age limit for deputation should not exceed 56 years as on the closing

date of application for the post.

6. A reference is invited to Headquarters Circular No. 269/Trg.Div.142-A/2019 dated **18.09.2019** wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RCBKIs/KCs were issued for strict compliance. The instructions in the said circular are re-iterated below:


a Field offices shall display the deputation notifications issued by RCBKIs/KCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;

h 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;

c On completion of the selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RCBKIs/KCs at the earliest.

This issues with the approval of the Director General, RCB& KI, Hyderabad.

Yours faithfully


Sr. Audit Officer/Admn,

27/3/25