



भारतीय लेखापरीक्षा और लेखा विभाग
Indian Audit & Accounts Department

क्षेत्रीय क्षमता निर्माण एवं ज्ञान केंद्र, बेंगलूरु,

Regional Capacity Building & Knowledge Centre, Bengaluru



No. RCB&KC/BNG/Admn/Deputation/2024-25/116

Dated: 09.01.2025

To,

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

Subject: Deputation Assignment at Regional Capacity Building and Knowledge Centre, Bengaluru

Sir/Madam,

1. RCB & KC, Bengaluru caters to the capacity building requirements of nine offices of Indian Audit & Accounts Department located in Bengaluru and Hubballi.
2. Applications are invited for **01** post of Personal Secretary and **03** posts of Auditor at RCB & KC, Bengaluru:

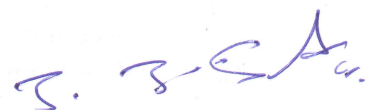
Sl. No.	Post	Job description	Eligibility	No. of vacancies
1	Personal Secretary	<ol style="list-style-type: none"> 1. Schedule and coordinate meetings, answer phone calls and take messages, check and forward emails, plan travel and aligned arrangements. 2. Co-ordinate with IA&AS officers as per instructions of HOD. 3. Assisting SAO /AAO in making logistic arrangements for RAC Meetings. Departmental meetings. Regular Trainings and Conferences. 4. Any other work assigned by the Senior Officers. 	<ol style="list-style-type: none"> 1. Holding the post of PS/Asst. Supervisor/ Sr. Auditors/ Sr. Accountant/Auditor/ Accountant. 2. Should possess reasonable IT skills i.e. use of MS Office, MS Excel, web browsing and E-Office. 3. Knowledge of file management, noting, drafting, etc. 	01
2	Sr. Auditor/ Auditor	<ol style="list-style-type: none"> 1. Administration related works. 2. Assisting SAO /AAO in making logistic arrangements for Trainings. 3. Maintenance and upkeep of IT systems and other related work 4. Any other work assigned by the Senior Officers. 	<ol style="list-style-type: none"> 1. Holding the post of Asst. Supervisor/ Sr. Auditors/ Sr. Accountants/Auditors/ Accountants. 2. Should possess reasonable IT skills i.e. Use of MS Office, MS Excel, web browsing and E-Office. 3. Knowledge of basic IT hardware would be an added qualification. 4. Knowledge of file management, noting, drafting, etc. 	03

55, II Floor, Abhaya Complex, K.S.D.B. Building, Risaldar Street, Sheshadripuram, Bengaluru - 560020.
Ph.: 080-23566923 E-mail.: rtcbangalore@cag.gov.in, Web; https://cag.gov.in/rti/bengaluru/en

3. Applications of officials who are willing to be considered for deputation in RCB & KC, Bengaluru for the above-mentioned posts may forward the application to RCB & KC, Bengaluru through proper channel on or before **31.01.2025** along with their biodata in the format prescribed in **Annexure I** and certified copies of APAR for the last five years duly attested on each page by the competent authority. A certificate to state that no disciplinary/court/vigilance case is either pending or contemplated against the applicant should also be forwarded along with the application.
4. The successful candidates would be decided by the selection committee and would be approved by the competent authority. Necessary practical test/personal interview may also be conducted as per the order of the competent authority.
5. The term of deputation for the posts will be initially for a period of three years and extendable on yearly basis thereafter. RCB & KC, however, reserves the right to repatriate an official on deputation at any time even before three years.
6. Deputed officials will be entitled for deputation allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.
7. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of application for the post.
8. Wide publicity may be given to this circular and attention is invited to Headquarters Circular no: 269/Trg/Div/42-A/2019 dated 18-09-2019 which inter-alia stipulates that the field offices should display/circulate deputation notifications issued by RTIs/RTCs among staff and forward such applications received to RTIs/RTCs.
9. In General, all the extant rules applicable for deputation to any post in IA&AD are to be taken to have been included in this notification.

(Authority: Orders of Principal Director, RCB & KC, Bengaluru dated.06.01.2025)

Yours faithfully,



**Sr. Administrative Officer
RCB & KC, Bengaluru**