



प्रधान महालेखाकार (ले.प.1) का कार्यालय, केरल, तिरुवनंतपुरम
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I),
KERALA, THIRUVANANTHAPURAM



No. Au/Admn.VI/DN/8-N1/2021-22/Vol.XXIII

Date: 16.11.2023

DEPUTATION NOTICE NO 04

Applications are invited from eligible and willing officials for deputation to the following posts.

Sl. No	Name of the post	Level in pay matrix	Desirable qualification
Borrowing Department: Regional Capacity Building & Knowledge Centre, Bengaluru			
1.	AAO (eHRMS)	Level 8	<ul style="list-style-type: none">• Holding the analogous post of AAO.• Good communication skills.• Should possess reasonable IT skills i.e., use of MS Office, E-Office, Web Browsing etc.• Good Knowledge of CCS rules.
2.	Sr. Auditor/Auditor	Level 6/5	<ul style="list-style-type: none">• Holding the post of Assistant Supervisor/Sr. Auditor/Auditor.• Should possess reasonable IT skills i.e., use of MS Office, E-Office, Web Browsing etc.• Knowledge of file management, noting, drafting, etc.• Should possess technical skills i.e., maintenance of computers, projectors, telephone and FTTH connections etc.
Borrowing Department: Regional Capacity Building & Knowledge Institute, Ranchi			
1.	Core Faculty-IT (Sr.AO/AAO)	Level 10/8	<ul style="list-style-type: none">• Holding the post of Sr.AO/AAO.• In-depth knowledge and experience in operating computer applications including Oracle/Idea/Qlikview/Tablue/Knime/Access• Aptitude in delivering lecture.• Should possess good communication skills.• Ability to maintain website and online IT inventory.
2.	Sr. Auditor/Auditor	Level 6/5	<ul style="list-style-type: none">• Holding the analogous post.• Should possess reasonable IT skills i.e., use of MS Office and Web Browsing.• Should possess good communication skills.

Borrowing Department: Regional Capacity Building & Knowledge Institute, Kolkata			
1.	Sr. AO / AAO (Knowledge Centre)	Level 10/11	<ul style="list-style-type: none"> • Knowledge of computer operations on MS Office, internet etc. Ability to work in various online portals such as SAI training portal, eHRMS etc. • Sufficient knowledge and experience in auditing of various sectors, preferably transport sector (NHAI/IWAI/Civil Aviation etc). • Experience and Knowledge in Compliance and Performance Audit. • Capable of delivering lectures on various topics as a core faculty. • Excellent communication (Verbal & Written) skills. • Good writing skills and ability to prepare Structure Training Module (STM), case studies, etc. • Capable of working as a course coordinator and have good HR skills.

Officials who are confirmed in service and working in the above-mentioned capacities with age not exceeding 56 years may submit their applications on or before 23.11.2023, through their respective administration.

(This issues with the approval of Sr.DAG (Admn.))

**Sd/-
Senior Audit Officer / Admn**

To

1. Notice Board
2. Sr.AO/Admn. (Audit- II)
3. Branch Offices
4. ITS (for uploading in website)
5. All controlling sections for information of field parties.
6. RAOs