



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./Deputation/2024-2025/1-13/ 53  
Dated: 23.09.2024

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

Sub: Extension of last date for Filling up of vacancy in the cadre of SAO (Administration) in RCB&KI, Hyderabad on Deputation basis-reg.

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Sir/Madam,

Applications are invited through proper channel for the post of SAO (Administration) in the Regional Capacity Building and Knowledge Institute (RCB&KI), Hyderabad. The vacancy would be filled up on deputation basis. The names of SAOs who are willing to be considered for deputation to RCB&KI, Hyderabad may be forwarded to this office on or before the extended date being **30.09.2024**, along with their biodata (in enclosed format), Certified copies of APARs 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 applicants.

2. The term of deputation will be for a period of 3 years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. Deputation Allowance at prescribed rates would be admissible as per instructions prevailing from time to time.

3. The criteria to be fulfilled by the officers applying for the deputation and the job requirements for the above-mentioned post is as below:

Essential qualifications	Desirable qualifications	Job requirements
<ul style="list-style-type: none"> <li>Should be in the cadre of SAO</li> <li>The applicant should not have crossed the age of 56 years on the closing date of receipt of applications.</li> <li>Experience in the sections of Administration, Claims and Office Management in the supervisory capacity.</li> <li>Knowledge of working in iBEMS, PFMS, GeM and GST portals.</li> </ul>	<ul style="list-style-type: none"> <li>Working experience as Drawing and Disbursing Officer.</li> <li>Working experience in Regional Capacity Building &amp; Knowledge Institute/Training wing of respective office</li> </ul>	Administration and establishment in RCB&KI, Hyderabad including <ul style="list-style-type: none"> <li>Personnel management, including supervision of outsourced personnel</li> <li>Procurement/tendering as per due procedure, sourcing through GeM, Contract, and stores management.</li> <li>Interacting with CPWD on building and maintenance</li> <li>Supporting training programmes</li> <li>Any other work assigned by DG, RCB&amp;KI.</li> </ul>

Off.Phone No.: 040-2323 6810 to 2323 6819 Ext; 262, 407, 656 E-mail: rthyderabad@cag.gov.in  
'C' Block, AG's Office Complex, Saifabad, Hyderabad- 500004.

4. 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 RCB&KI/RCB&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 RCB&KIs/RCB&KCs on the notice boards and circulate among the staff finding reasonable time to the candidates for responding to the notification.
  - b. Field offices shall forward all applications received from their offices/staff against the position advertised by RCB&KIs/RCB&KCs to the concerned Institute/Centre without withholding any application.
  - c. On completion of selection process, field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignments at RCB&KIs/RCB&KCs at the earliest.
  - d. The initial deputation period to RCB&KIs/RCB&KCs will be for 3 years extendable on yearly basis thereafter. The RCB&KIs/RCB&KCs however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.
  - e. However, clause at (b) above regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/RCB&KCs will not apply in case of applications who have been reverted/repatriated in the last six (6) months from RCB&KIs/RCB&KCs to their parent offices as per Headquarters Circular No. 398/Trg.Div/42-A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.
5. This issues with the approval of Director General.

Yours faithfully,

*J. Krishnanna Raju*  
Sr.Audit Officer (Admn) 24/9/24

### Application Form/Biodata

**Name of the Post: SAO (Administration)**

**Name of the RCB&KI: Regional Capacity Building & Knowledge Institute, Hyderabad**

1	Name	
2	Date of Birth	
3	Date of entry into IA &AD with name of post	
4	Educational Qualification	
5	Languages known	
6	Month/Year of Passing SAS/SOG Examination	
7	Month/Year of passing AAO Revenue Audit Examination/CPD I/CPD II/CPD III	
8	Date of Promotion as	
	Section Officer	
	Assistant Audit Officer	
	Audit Officer	
	Senior Audit Officer	
9	Date of Superannuation	
10	Professional Qualification (other than SI. No. 6 &7)	
11	Details of Work experience	
12	Present post and date from which it is held	

**Signature of applicant**