



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/SAO(CommL)/I-6/2024-25/50
Dated 23 September 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 one vacant post of SAO/AAO Faculty Member (Commercial) in RCB&KI, Hyderabad on deputation basis-reg.

Sir/Madam,

Applications are invited through proper channel for the post of SAO/AAO (Faculty Member - Commercial) 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 **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 an initial period of 1 year and may be extended thereafter, subject to his/her continued suitability and administrative convenience. Training Allowance at prescribed rates would be admissible as per instructions prevailing from time to time.

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

- Work relates to knowledge center topic i.e. Public Private Partnership (PPP) /Regulatory Bodies/Anti-Corruption for RCB&KI, Hyderabad. The preparation of material for use in training and research in these topics.
- Work may involve giving lectures on such topics and other topics of interest to audit and accounts and co-ordination with guest faculty with other guest faculty to conduct the courses as per allocation.
- Preparing the course schedule, coordinating and conducting Commercial/ General Courses. Preparation of course materials, handouts, AV aids

- d. General Coordination work related to correspondence for Commercial/ General Courses as per allocation
 - e. Selection of Guest faculty
 - f. Handling sessions related to the allotted courses
 - g. Assessment and Evaluation of effectiveness of all Non-EDP training courses as per allocation
 - h. Developing course ware on the allotted subjects/courses
 - i. Preparing draft Annual Calendar of Training Programme(COTP) for all General courses and submission of consolidated CoTP of EDP and Non-EDP Courses to Director General/Principal Director.
 - j. Correspondence work related to conduct of Regional Advisory Committee meetings (RAC) and Mid-term Review meetings from time to time.
 - k. Correspondence work related to obtaining Administrative approval of Director General/Principal Director regarding payment of Honorarium to resource persons/guest faculties for the courses as per allocation.
 - k. Preparation of STMs/ case studies.
 - l. All correspondence work with Headquarters office regarding training related matters as well as the Annual Training Calendar, Calendar of Training Program and RAC meetings.
 - m. Any other work assigned by the Director General/Principal Director from time to time.
3. 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 RCBKIs/RCBKC's 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&KC's 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 RCBKIs/RCBKC's 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 RCBKIs/RCBKC's at the earliest.
 - d. The initial deputation period to RCBKIs/RCBKC's will be for 3 years extendable on yearly basis thereafter. The RCBKIs/RCBKC's 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 RCBKIs/RCBKC's will not apply in case of applications who have been reverted/repatriated in the last six (6) months from RCBKIs/RCBKC's 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.
4. This issues with the approval of Director General.

Yours faithfully,

J. Kishuama Raju
Senior Audit Officer(Admn) 24/9/24

PROFORMAFor Serving officials (SAOs/AAOs)

NAME IN FULL (CAPITAL LETTERS)	
DATE OF BIRTH	
QUALIFICATION 1. EDUCATIONAL 2. PROFESSIONAL	
DATE OF ENTRY INTO GOVERNMENT SERVICE	
DATE OF ENTRY INTO IAAD	
DATE OF PASSING OF EXAMS 1. SOG/SAS (WITH STREAM) 2. RA 3. CPD I 4. CPD II 5. CPD III 6. OTHER EXAMINATIONS	
DATE OF PROMOTION 1. SO 2. AAO 3. SAO	
BASIC PAY AS ON 01.01.2024 WITH PRESENT PAY (LEVEL/MATRIX)	
PARENT OFFICE	
EXPERIENCE IN RELEVANT FIELD	
CONTACT DETAIL 1. MOBILE NO 2. OFFICIAL E-MAIL ID 3. PRESENT ADDRESS 4. PERMANENT ADDRESS	
ANY OTHER RELEVANT INFORMATION	

Signature of the applicant