क्षेत्रीय क्षमता निर्माण एवं
ज्ञान संस्थान, चेन्नै
भारतीय लेखा परीक्षा तथा लेखा विभाग

**Regional Capacity Building and
Knowledge Institute, Chennai**
Indian Audit and Accounts Department

No.RCBKI/Admn./Deptn. FM.IS./Unit-I/2024-25/comp.no 344456/245   Dt. 21.01.2025

To
All the Head of the Department in IA&AD
(As per mailing list)

Sub: Filling up of one post of Faculty Member (IS) in RCB&KI Chennai — reg.

Sir/Madam,

    Applications are invited from eligible Officers viz., SAOs/AAOs for filling up one post of Faculty Member (IS).

Eligibility for officials (SAOs/AAOs) :

1. The Officer should have ample knowledge and experience in handling classes in MS Office applications, Oracle, SQL, IDEA, IT Audit, Postgresql and KNIME.
2. CIA or CISA qualification is preferred.
3. Proficiency in SAI portal is essential.
4. Experience in IT audit will be an added qualification.
5. Age of the Officer should not be more than 56 years on the date of issue of this Notification.
6. The Officer should hold analogous post on a regular basis for a minimum of two years.

Other terms and conditions (SAOs/AAOs) :

1. The term of deputation shall initially for a period of THREE years extendable on yearly basis subject to administrative convenience and consent of lending Office/HQrs.
2. The selected Officer is entitled for training allowance @ 24% of basic pay.
3. The Officer will be in charge of all IT related purchases and their maintenance.
4. Technical knowledge, both hardware and software is desired.
5. Proficiency in GeM portal is also desired.

    It is requested that names of willing SAOs/AAOs, who fulfil the eligibility criteria, may be forwarded along with their bio-data in the prescribed format, certificate of no charges/vigilance/court case pending and grading of the individual in APAR/SPARROW for the last five years i.e. from 2019-20 to 2023-24 on or before 14.02.2025.

Yours faithfully,

Sr Audit Officer/Admn

Encl_Proforma of application and duty list.

PROFORMA

NAME IN FULL (CAPITAL LETTERS)	
DATE OF BIRTH	

QUALIFICATION
  1. EDUCATIONAL
  2. PROFESSIONAL	

DATE OF ENTRY IN TO GOVERNMENT SERVICE	
DATE OF ENTRY INTO IAAD	

DATE OF PASSING OF EXAMS
  1. SOG/SAS (WITH STREAM)
  2. RA
  3. CPD 1
  4. CPD II
  5. CPD III
  6. OTHER EXAMINATIONS	

DATE OF PROMOTION
  1. SO
  2. AAO
  3. AO
  4. SAO	

BASIC PAY AS ON 01.01.2025 WITH PRESENT PAY (LEVEL/MATRIX)	
PARENT OFFICE	
EXPERIENCE IN RELEVANT FIELD	

CONTACT DETAIL
  1. MOBILE NO
  2. CAG MOBILE ID
 	
  3. PRESENT ADDRESS
 	
  4. PERMANENT ADDRESS
 	
ANY OTHER RELEVANT INFORMATION	

SIGNATURE OF THE APPLICANT

DUTIES OF FACULTY MEMBER (IS)

1. All works relating to IS Courses
2. Preparation of Annual Calendar of Training Programme for IS Courses
3. Preparation of course schedule, coordinating and conducting all advance IS courses
4. Selection of Guest Faculty
5. Preparation of course materials/handouts, A V aids and handling sessions
6. Assessment and evaluation of effectiveness of training
7. Developing and standardizing course curriculum as per Hqrs instructions.
8. Liaison with Hqrs/Other training Institutes for faculty support
9. Overall supervision of working of EDP Training
10. Purchase and maintenance of all IT related items and other issues connected with EDP.
11. Any other work assigned by Hqrs/Director General/Principal Director from time to time.

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