



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.



सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्र शासि /Deputation/2018/I-6/2024-25/ 40

Dated: 28.08.24

To

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

विषय: Deputation Assignment at Regional Capacity Building & Knowledge Institute (RCB&KI), Hyderabad for filling up of one vacant post Auditor/Accountant/Senior Auditor/Senior Accountant/Asstt., Supervisor.

Sir/Madam,

One post of Auditor/Accountant/Senior Auditor/Senior Accountant/Asstt., Supervisor in the Pay Level 5, 6 and 7 will be vacant in Regional Capacity Building & Knowledge Institute (RCB&KI), Hyderabad and the post would be filled up on deputation basis. The Auditor/Accountant/Senior Auditor/Senior Accountant/Asstt., Supervisor working in IA&AD and willing to apply for the vacant post should have-

- ❖ Experience in Administrative work, Bills, Office Establishment and Training related work
- ❖ Knowledge of computers (MS Word, MS Excel)/IT skills, which is essential.
- ❖ Ability to coordinate/interact with the trainees and good communication skills Officials with previous experience of working in RCBKIs/KCs in the capacity of Auditor/Accountant/Senior Auditor/Senior Accountant/Asstt., Supervisor are preferred.

2. Application(s) of Auditor/Accountant/Senior Auditor/Senior Accountant/Asstt., Supervisor who are willing to be considered for deputation in RCB&KI, Hyderabad for the vacant post may be forwarded to this office on or before **12<sup>th</sup> September 2024** along with their Bio-Data (Annexure enclosed), certified copies of APAR 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 applicant.

3. The term of deputation will be initially for a period of three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RCB&KI, Hyderabad, the selected official will draw his/her basic pay plus Deputation Allowance as applicable on his/her basic pay and as admissible under extant rules.

4. SAS passed Auditor/Accountant/Senior Auditor/Senior Accountant/Asstt., Supervisor who are likely to be promoted as AAOs in the next three years need not apply.

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5. Maximum age limit for appointment by deputation shall not exceed 56 years as on date of application for the post. The applications of the Officers/Officials working in the office on deputation basis on normal terms & conditions shall be forwarded through their respective Parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the Institution.

6. 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/KCs were issued for strict compliance. The instructions in the said circular are reiterated below:

a. Field offices shall display the deputation notifications issued by RCB&KI/KCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;

b. Field offices shall forward all applications received from their officers/staff against the positions advertised by RCB&KIs/KCs to the concerned Institute/Centre, without withholding any application;

c. On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RCB&KIs/RCB&KCs at the earliest.

d. The initial deputation period to RCB&KIs/KCs will be for 3 years and extendable on yearly basis thereafter. The RCB&KIs/KCs however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

7. However, clause at Sl.no 6 (b) regarding instructions to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/KCs "will not apply in case of applicants who have been reverted/repatriated in the last six (6) months from RCB&KIs/KCs to their parent offices".

This may please be noted before forwarding the applications.

यह महानिदेशक, क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, हैदराबाद के अिमुदि से जारी होता है।

Encl: Bio-data  
(Annexure)

भिदीय,

जे. शिषणस राजु 28/8/24

वरिष्ठ लेखा परीक्षा अधिकारी/प्रशासि  
Senior Audit Officer (Admn)