


ప్రధాన మహాగణకులు (తనిఖీ) వారి కార్యాలయం,
ఆంధ్రప్రదేశ్, విజయవాడ - 520 002

प्रधान महालेखाकार (लेखापरीक्षा) का कार्यालय,
आंध्रप्रदेश, विजयवाड़ा - 520 002

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT),
ANDHRA PRADESH, VIJAYAWADA – 520 002



No. PAG(Au)/AP/Admn-I/HR-II/Dept./F-47 Vol-II/2024-25/

Date: 04-06-2024

सूचना सं./NOTICE No.13

Applications are invited from willing and eligible officials borne on cadre control of O/o PAG(Audit), Andhra Pradesh only to work on deputation basis in RCB&KI, Mumbai. The details are as follows:

ORGANISATION	RCB&KI, Mumbai
POSTS	1. AAO /SAO For eHRMS Regular Temporary 2. AAO (Core Faculty -EDP& Admn)
DEPUTATION TERMS	On usual terms of deputation issued by Govt. of India, Ministry of Personnel, vide DoPT OM No. 6-08-2009-Estt. (Pay-II) dt 17-06-2010 and OM No. 2/6/2016-Estt. (Pay-II) dated 17-02-2016 as amended from time to time.
PERIOD OF DEPUTATION	Initially for a period of 03 years.
ELIGIBILITY GRADE	<p>For Post (1) Holding A.A.O/SAO post Work Requirement: 1. Proficiency in working with IT applications and computers. 2. Applicants having experience related to human resources or administration/ bills in the department and having experience of working in computerization projects will be given importance. 3. Preference will also be given to candidates having qualification in IT related subjects.</p> <p>For Post (2) Holding AAO Post Work Requirement: To assist SAO (Admn) in the following administrative functions: Administrative and Establishment in RCB&KI, Mumbai including: 1. Establishment functions, including operating PFMS and iBEMS, Cash Management 2. Personnel Management, including supervision of outsourced personnel. 3. Timely tendering as per due procedure, sourcing through GeM/GISO, contract and stores management. 4. Interacting with CPWD on building and maintenance 5. Hostel Management 6. Supporting training programmes (including IA&AS and international participants) 7. Any work assigned by Core Faculty – EDP 8. Any other work assigned by Director General</p>

TENTATIVE PLACE OF POSTING	Mumbai
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Applications with bio-data in duplicate should reach Administration Section through Group Officer on or before **14.06.2024** for further action. Applications received after due date will not be considered.

TADI RAMA PRASAD
SENIOR AUDIT OFFICER (ADMN-I)

Distribution:

1. SAO/IS Wing- *for placing on office website.*
2. Hindi Anubhag-*for translation.*