



प्रधान महालेखाकार (लेखापरीक्षा) का कार्यालय
आन्ध्र प्रदेश, विजयवाड़ा – 520 002
OFFICE OF THE PRL ACCOUNTANT GENERAL (AUDIT)
ANDHRA PRADESH, VIJAYAWADA – 520 002



No. PAG(Au)/AP/Admn-I/HR-II/Dept./F-47 Vol-II /2023-24/

Date: 17-08-2023

सूचना सं./NOTICE No. 28

Applications are invited from willing SAOs borne on cadre control of O/o PAG(Audit), Andhra Pradesh only to work on deputation basis in RTC, Bengaluru. The details are as follows:

ORGANISATION	RTC, Bengaluru
POST	SAO (Admn & Core Faculty-General courses).
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 AND JOB DESCRIPTION	<p>Eligibility:</p> <ol style="list-style-type: none"> 1) Holding of analogous post of SAO 2) Handling of Administrative Activities. 3) Good Communication Skills. 4) Should Posses reasonable IT skills i.e use of MS Office, E-Office. 5) Knowledge of procurement through GeM portal. 6) Ability to handle lectures is desirable . 7) Experience in handling lectures in training institutes. <p>Job Description:</p> <ol style="list-style-type: none"> 1) Personnel management, 2) Administrative activities of RTC 3) Facility management, conducting of seminars/workshops/meetings at RTC 4) Inventory Management including IT inventory 5) Procurement/tendering as per due procedure, sourcing through GeM. 6) Draft course schedules of General Courses 7) Organise faculties for general courses 8) Take classes in General Courses. 9) Prepare course Material and case studies. 10) Any other work assigned by HoD. <p>Note: 1) The applicants with 56 yrs. of age or above should not apply. 2) Employees who are working on deputation in this office are not eligible to apply for this deputation.</p>
TENTATIVE PLACE OF POSTING	Bengaluru

Applications with bio-data in duplicate should reach Administration Section

I/360253/2023

through Group Officer on or before **19.08.2023** 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 and circulating among the officials concerned.*
2. Hindi Anubhag-*for translation.*