

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)/2025-26/

Date:30-09-2025

Notice No.:51

Applications are invited from the eligible and willing Officers borne on the cadre control of O/o PAG (Audit), Andhra Pradesh only to work on deputation basis in O/o RCB&KI, Jammu.

The details are as follows:

Organisation	O/o RCB&KI, Jammu
Post	SAO (Core Faculty-IT), SAO (Training)
Deputation terms	Deputation terms issued by Hqrs Letter No: 60-Staff(App)-I/14-2023 dated: 27.01.2025 and 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
Period of Deputation	Initially for 03 years
Eligibility grade	<p>For the post of Sr. Administrative Officer(Core Faculty-IT):</p> <ol style="list-style-type: none"> Holding analogous Posts on regular basis in the parent cadre. Possessing in-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, Microsoft Office, Website applications etc.) and the aptitude to deliver lectures. Experience in IT Audit and knowledge in working with Data Analytics software such as Tableau, Knime, Qlik view is desirable. Possessing ability in the maintenance of IT Systems, Website and familiarity with e-office. Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and case studies for IT courses. <p>For the post of Sr. Administrative Officer(Training):</p> <ol style="list-style-type: none"> Holding analogous posts on regular basis in the parent cadre. Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. Possessing knowledge of: <ol style="list-style-type: none"> Preparation of course, schedule, coordinating & conducting courses, preparation of course material, handouts, audio-visual aids. Preparation of Structured Training Modules (STMs) and Case Studies on allotted subjects/courses. Correspondence work relating to Administrative Sanction of Director General regarding payment of Honorarium to

	<p>Resource</p> <p>Persons/Guest Faculties in respect of courses coordinated.</p> <p>iv. Correspondence/consolidation work relating to submission of</p> <p>Performance Monitoring Framework (PMF) on RCB&KI, Jammu</p> <p>to CAG's office.</p> <p>v. Handling sessions in General Courses as per approved course</p> <p>schedules.</p> <p>vi. Developing courseware on the allotted Knowledge Centre Topics.</p> <p>vii. Supervision of all monthly/quarterly returns/correspondence with</p> <p>Headquarters office.</p> <p>d) Good interpersonal and communication skills for administrative correspondence.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Officials shall be eligible to apply for deputation only after completion successful completion of probation and after 05 years of regular service. 2. Officials with 56 years of age or above should not apply. 3. Employees who are working on deputation in this office are not eligible to apply for this deputation.
Place of Posting	O/o RCB&KI, Jammu

Applications with bio-data should reach Administration Section through Group Officer on or before **01.10.2025** for further action. Applications received after due date will not be considered.

TADI RAMA PRASAD
Senior Audit Officer

(Admn-1)

Distribution:

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