

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:06-11-2025

**Notice No.:57**

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(s)	SAO(Core Faculty-IT) & SAO(Core faculty and Administration)
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><b>For the post of SAO(Core Faculty-IT):</b></p> <ol style="list-style-type: none"> <li>Holding analogous Posts on regular basis in the parentcadre.</li> <li>Possessing in-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, Microsoft Office, Website applications etc.) and the aptitude to deliver lectures.</li> <li>Experience in IT Audit and knowledge in working with Data Analytics software such as Tableau, Knime, Qlik view is desirable.</li> <li>Possessing ability in the maintenance of IT Systems, Website and familiarity with e-office.</li> <li>Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and case studies for IT courses.</li> </ol> <p><b>For post of SAO(Core faculty and Administration):</b></p> <ol style="list-style-type: none"> <li>Holding analogous posts on regular basis in the parent cadre.</li> <li>Possessing knowledge of: <ol style="list-style-type: none"> <li>Preparation of course, schedule, coordinating &amp; conducting courses, preparation of course material, handouts, audio-visual aids.</li> <li>Preparation of Structured Training Modules (STMs) and Case Studies on allotted subjects/courses.</li> </ol> </li> </ol>

	<p>iii. Correspondence/consolidation work relating to submission of</p> <p>Performance Monitoring Framework (PMF) on RCB&amp;KI, Jammu to CAG's office.</p> <p>iv. Handling sessions in General Courses as per approved course schedules.</p> <p>c) Besides having Working knowledge of MS Office (Word, Excel, PowerPoint), e-office must have knowledge of:</p> <p>i. BEMS ( Integrated Budget &amp; Expenditure Monitoring System).</p> <p>ii. PFMS (Public Financial Management System).</p> <p>iii. TA/DA and bill processing.</p> <p>iv. Tendering and Procurement Rules (GFR 2017).</p> <p>v. Hospitality and other Establishment matters.</p> <p>d) Good interpersonal and communication skills for administrative correspondence.</p> <p><b>Note:</b></p> <p>1. Officials shall be eligible to apply for deputation only after completion successful completion of probation and after 05 years of regular service.</p> <p>2. Officials with 56 years of age or above should not apply.</p> <p>3. Employees who are working on deputation in this office are not eligible to apply for this deputation.</p>
Place of Posting	Jammu

Applications with bio-data should reach Administration Section through Group Officer on or before **10.11.2025** for further action. Applications received after due date will not be considered.

TADI RAMA PRASAD

वरिष्ठलेखापरीक्षाअधिकारी (प्रशासन-1)

Distribution:

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