



No.PAG(Au)/AP/Admn-I/HR-II/Dept./F-47(Vol.II)/2024-25/ Date:04-12-2024

Notice No.61

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

The details are as follows:

Organisation	RCB&KI, Prayagraj.
Post	Asst. Administrative Officer - 01 post.
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 upto 28.02.2025
Eligibility grade	<ol style="list-style-type: none"> 1. Holding analogous post of Assistant Audit Officer. 2. Having Experience in Administration and Establishment Work. 3. PFMS, iBESM, GeM Contract, GeM Purchase, Pay-Bill, DDO Work and Income Tax related Knowledge. 4. Having Knowledge in Computer (Such as MS Word, Excel, Power Point & Access etc.) 5. Hostel Maintenance. 6. Co-ordinate with CPWD. <p>Note:</p> <ol style="list-style-type: none"> 1) The officials under probation should not apply. 2) Employees who are working on deputation in this office are not eligible to apply for this deputation. 3) Age of the officials should not be more than 56 years
Place of Posting	RCB&KI, Prayagraj.

Applications with bio-data should reach Administration Section through

Group Officer on or before **10.12.2024** 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.