



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

Notice No.62

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, Kolkata.

The details are as follows:

Organisation	RCB&KI, Kolkata
Post	Sr. Audit Officer(Administration)-01 post, Assistant Audit Officer(Administration)-01 post, Assistant Audit Officer(CKR-Central Knowledge Repository)-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 up to 28.02.2025
Eligibility grade for	<p>For post of Sr. Audit Officer(Administration): Holding similar post in any office of IA&AD with a minimum period of 03 years as a Sr. AO. The officer must have profound knowledge in administrative and Establishment matters and must have the good drafting skills. The officer must have the experience in Supervising all works of Administration, experience in DDO related works. Experience in GST return, eHRMS, related works. The officer should have good working knowledge in computer along with MS Office Package, internet etc., ability to work in various online portals such as GeM portal, iBEMS, PFMS, Income Tax, e-AWAS, SAI training etc.</p> <p>For post of Assistant Audit Officer(Administration): Holding similar post in any office of IA&AD with a minimum three years service in the cadre of AAO. Experience in preparing BE/RE, preparing bills, working experience in GeM portal, iBEMS, PFMS, eHRMS, SAI Training Portal. Working experience in preparing Income Tax returns, other various administrative returns, works relating to disaster management, arranging logistics support to training programmes, good working knowledge</p>

	<p>in computer along with MS office package, Excel, internet etc. Reconciliation of expenses booked by this office with those maintained by the office of Pr. Accountant General (A & E), profound knowledge in dealing with various administrative and establishment matters.</p> <p>For post of Assistant Audit Officer(CKR-Central Knowledge Repository):</p> <p>Holding similar post in any IA&AD offices with a minimum three years service in the cadre of AAO. Applicant should have possessed knowledge center related works viz. preparation of 'Case Studies', Research papers, STMs. He should have good auditing knowledge in respect of Transport Sector, Local Governance, Compliance Audit etc, knowledge in preparing training modules and coordinating capacity with all other knowledge Institutions to gather inputs on Knowledge Centre topics. Vetting and improving the knowledge materials/substances received from various offices of IA&AD on CKR topics assigned to this Institution. The officer should have good working knowledge in computer along with MS Office Package, internet etc, ability to work in various online portal such as e-office, eHRMS, SAI training etc.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Officials under probation should not apply. 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	RCB&KI, Kolkata

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.