

Filling up of vacancies in various cadres on deputation basis.

Applications invited from:

All interested and eligible staff members

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section: 29.09.2023



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, चेन्नै
भारतीय लेखापरीक्षा तथा लेखा विभाग
**REGIONAL CAPACITY BUILDING AND
KNOWLEDGE INSTITUTE, CHENNAI**
INDIAN AUDIT AND ACCOUNTS DEPARTMENT

No. RCB & KI/Admn./Deptn./Unit-II/2023-24/ 136

Dt.14.09.2023

To

All the Head of the Department in IA&AD

(As per mailing list)

Sub: Filing up of one post of Faculty Member (IS) in RCB & KI, Chennai on deputation basis- reg.

Sir/Madam,

Applications are invited from willing and eligible SAOs/AAOs holding analogues post on regular basis for a minimum period of two years, to fill one post of Faculty Member (IS) here in Regional Capacity Building and Knowledge Institute (formerly Regional Training Institute), Chennai on deputation basis.

2. The term of deputation will be initially for a period of three years extendable on yearly basis subject to administrative convenience and consent of lending Office/HQrs.
3. Age of the willing Officer should not exceed 56 years as on the last date of receipt of application.
4. The officer should have ample knowledge and experience in handling classes in MS Office applications, Oracle., IDEA, IT Audit CIA or CISA qualification is desired. He/she should be proficient in SAI portal.
5. Selected candidate is eligible for Training allowance at the admissible rates

It is requested that names of willing SAOs/AAOs, who fulfil the eligibility criteria may be forwarded along with their bio-data in the format prescribed, certificate of No charges/Vigilance /court case pending and grading of the individual in APAR/SPARROW for the last five years i.e. for the period from 2018-19 to 2022-23 on or before 11/10/2023.

Attention to Headquarters Circular No.269/Trg. Div./42-A/2019 dated 18.09.2019 is invited which inter-alia stipulates that field offices should display/circulate deputation notification issued by RCBKIs/RCBKC's among the staff and forward all such application received to RCBKIs/RCBKC's.

A copy of duties attached to the post is attached herewith.

This issues with the approval of Director General

Yours faithfully,



Sr. Audit Officer/Admn.

Duties of Faculty Member (IS)

1. Handling classes and its related work
2. Preparation of Annual Calendar of Training Programme for IS Courses.
3. Preparing the course schedule, coordinating and conducting all IS Courses
4. Selection of guest faculty.
5. Preparation of course materials.
6. Assessment and evaluation of the effectiveness of training.
7. Developing and standardizing course ware
8. Liaison with outside Institutes for faculty support.
9. Overall supervision of working of Labs I and II.
10. All other issues connected with EDP training.

Any other work assigned by Director General/Principal Director from time to time.

PROFORMA

<i>Sl. No</i>	<i>PARTICULARS</i>	
1	<i>NAME IN FULL (CAPITAL LETTERS)</i>	
2	<i>DATE OF BIRTH</i>	
3	<i>QUALIFICATION</i>	<i>Educational</i>
		<i>Professional</i>
4	<i>DATE OF ENTRY INTO GOVT. SERVICE</i>	
5	<i>DATE OF ENTRY INTO IAAD</i>	
6	<i>DATE OF PASSING EXAMS</i>	
	1. <i>SOGE</i>	
	2. <i>RA</i>	
	3. <i>CPD -1</i>	
	4. <i>CPD-II</i>	
	5. <i>CPD-III</i>	
7	<i>DATE OF PROMOTION</i>	
	1. <i>SO</i>	
	2. <i>AAO</i>	
	3. <i>AO</i>	
	4. <i>SAO</i>	
8	<i>BASIC PAY AS ON 01.07.2013 WITH PRESENT PAY LEVEL / MATRIX</i>	
9	<i>OFFICE TO WHICH BELONGS</i>	
10	<i>EXPERIENCE IN THE RELEVANT FIELD</i>	
11	<i>CONTACT DETAIL</i>	
	1. <i>MOBILE NUMBER</i>	
	2. <i>CAG eMAIL ID</i>	
	3. <i>PRESENT ADDRESS</i>	
	4. <i>PERMANENT ADDRESS</i>	
12	<i>ANY OTHER RELEVANT INFORMATION</i>	