



**प्रधान महालेखाकार (ले.प.।) का कार्यालय, केरल, तिरुवनंतपुरम**  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I),**  
**KERALA, THIRUVANANTHAPURAM**



No. Au/Admn.VI/DN/8-N1/2021-22/Vol.XXIII

Date: 13.08.2024

**DEPUTATION NOTICE No 12**


Applications are invited from eligible and willing officials for deputation to the following posts.

	Name of the post	Pay matrix	Eligibility Criteria
<b>Borrowing Department: O/o DGA, Northeast Frontier Railway, Maligaon, Guwahati</b>			
1.	AAO	Level 8	<ul style="list-style-type: none"> <li>Holding the analogous post of AAO.</li> </ul>
<b>Borrowing Department: Regional Capacity Building &amp; Knowledge Institute, Jammu</b>			
1	AAO (eHRMS)	Level 8	<ul style="list-style-type: none"> <li>Holding the analogous post of AAO.</li> <li>Knowledge relating to overall Auditing in IA&amp;AD is necessary.</li> <li>Applicant should necessarily have proficiency for handling of eHRMS.</li> <li>Proficiency in working on IT applications and computers. Weightage will be given to the applicant having experience related to human resources or administration/bills in the department and to those with experience of work in computerization projects.</li> <li>Candidates with qualification in related IT subjects will also be preferred.</li> </ul>
<b>Borrowing Department: Regional Capacity Building &amp; Knowledge Centre, Bengaluru</b>			
1.	AAO (Knowledge Centre)	Level 8/9	<ul style="list-style-type: none"> <li>Holding the analogous post of AAO/Sr.AO.</li> <li>Experience in Financial Audit/Audit of Autonomous bodies/Commercial Audit.</li> <li>Good communication skills.</li> <li>Should possess reasonable IT skills i.e, use of MS Office, MS Excel, web browsing &amp; e-office.</li> </ul>
2.	Personal Secretary	Level 6	<ul style="list-style-type: none"> <li>Holding the analogous post of Asst. Supervisor/ Sr. Auditor/Auditor.</li> <li>Should possess reasonable IT skills i.e, use of MS Office, MS Excel, web browsing &amp; e-office.</li> <li>Knowledge of file management, noting, drafting, etc.</li> </ul>
<b>Borrowing Department: Regional Capacity Building &amp; Knowledge Institute, Kolkata</b>			
1.	AAO (IT)	Level 8/9	<ul style="list-style-type: none"> <li>In-depth knowledge and experience of working and teaching Advanced Excel, IDEA, Database concepts, e-office, HRMS, OIOS etc and aptitude for taking classes on these topics.</li> <li>In-depth knowledge about difference software and hardware required to run and operate networks, switches, routers, WiFi instruments, desktops,</li> </ul>

			<p>laptops, smart panel, projectors, speakers etc. for office and classrooms.</p> <ul style="list-style-type: none"><li>• Experience in IT qualifications like BCA, MCA &amp; other certificates will be preferred.</li></ul>
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Officials who are confirmed in service and working in the above-mentioned capacities with age not exceeding 56 years may submit their applications on or before **16.08.2024**, through their respective administration.

*(Vide orders dated 12.08.2024 of Pr. Accountant General)*



**Senior Audit Officer / Admn**

To

1. Notice Board
2. Sr.AO/Admn. (Audit- II)
3. Branch Offices
4. ITS (for uploading in website)
5. All controlling sections for information of field parties.
6. RAOs