



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा - I) तमिलनाडु
" लेखापरीक्षा भवन ", 361, अण्णा सालै, तेनामपेट, चेन्नै-600 018
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I),
TAMILNADU, LEKHA PARIKSHA BHAVAN,
361, ANNA SALAI, TEYNAMPET, CHENNAI – 600 018.



No.Admn.II/Deptn/7-28/2023-24 /112

Date:12.01.2024

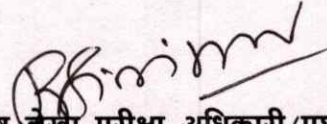
परिपत्र /CIRCULAR

Sub: Filling up of vacancy on deputation basis in RCB&KI, Chennai.

Circular inviting applications from eligible Assistant Audit Officers for filling up of two posts of AAO/ eHRMS at Regional Capacity Building & Knowledge Institute, Chennai, on deputation basis, is enclosed herewith.

Such of those officials who are eligible and willing to go on deputation on prescribed terms and conditions may submit their application to Admn II Section through proper channel on or before 22.01.2024.

Encl: As stated


वरिष्ठ लेखा परीक्षा अधिकारी/प्रशासन
Senior Audit Officer/Admn.

Copy to:

- (i) Notice Board
- (ii) SAO/Admn, O/o the PAG (Au-II)
- (iii) SAO/Admn, O/o the PDA (C)



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.IV/2023-24/20

Dated 28.12.2023

To,

All Offices of IAAD
(As per mailing list)

Sub: Filling up of TWO POSTS of AAOs (eHRMS) - reg.

Sir/Madam,

Applications are invited from eligible persons for filling up TWO posts of AAOs (eHRMS) in RCB&KI Chennai.

Eligibility conditions:

1. Holding analogous regular post of AAO.
2. SAOs with requisite skills are also eligible to apply as the post is interchangeable.
3. Proficiency in administrative rules and experience in Claims Branch is desirable.
4. Officers below the age of 56 as on the date of this Notifications alone are eligible to apply.
5. Knowledge in using of Computers and IT enabled services with good communication skills are preferred.

Other terms and conditions:

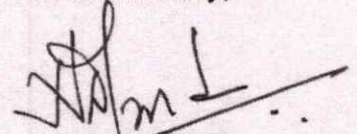
1. The period of deputation will initially be for a period of one year and extendable subject to administrative convenience and concurrence of the lending Office/HQrs.
2. Allowance as per extant rules are admissible.

It is requested that names of such of those staff members of IA&AD, who fulfil the eligibility conditions and desirous of applying for the posts may be forwarded to this Office along with application duly filling the details in the Bio-data attached, APAR Grading for the last five years (2017-18 to 2022-23), No disciplinary/charges/court cases pending certificate on or before 29.01.2024.

Attention to HQrs Circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 is invited which inter-alia stipulates that (i) field Offices shall display deputation notification issued by RTIs/RTCs in their Notice Board, (ii) Notifications be circulated among staff members and giving them reasonable time for responding to the notification (iii) Field Offices shall forward all applications received from their Officers against the positions notified by RTIs/RTCs without withholding any application and (iv) on completion of selection process, field offices shall obligatorily relieve the selected officer.

This issues with the approval of Director General, RCB&KI.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'N. Dianand', with a long horizontal line extending to the right.

N. DIANAND
Sr. Audit Officer/Admn.

Application Form/Bio-Data

Name of the Post: EHRMS HELPDESK

1	Name	
2	Date of Birth	
3	Date of entry into IA&AD with name of Post	
4	Educational Qualification	
5	Languages Known	
6	Month/Year of Passing SAS/SOG Examination	
7	Month/Year of Passing SO/AAO Revenue Audit Examination / CPD I / CPD II/CPD III	
8	Date of Promotion as Section Officer Assistant Accounts/Audit Officer Sr. Audit/Accounts Officer	
9	Date of Superannuation	
10	Professional Qualification (other than Sl. No.6 & 7)	
11	Details of Work experience	
12	Present Post and date from which it is held	

Signature of applicant