



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/7-28/2023-24/60

Date: 08.09.2023

परिपत्र /CIRCULAR

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

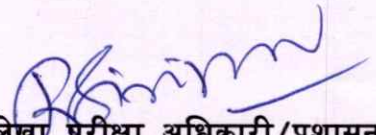
Circular inviting applications from eligible Asst. Audit Officers for filling up of one vacancy of AAO/Admn at Regional Capacity Building & Knowledge Institute , Chennai on deputation basis, is enclosed herewith.

Circular inviting applications from eligible officials to fill up one post of Asst. Suprs/Sr.Ars/Ars on deputation basis, at Regional Capacity Building & Knowledge Institute, Kolkata is also 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 15.09.2023.

Encl: As stated

Copy to: Notice Board


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



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान

REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE

Indian Audit and Accounts Department
AG's Office Complex, 361 Anna Salai,
Teynampet, Chennai - 600018
Email: rtichennai@cag.gov.in

RCB&KI/Admn./Dept/Unit-I/2023-24/

Dt. 15.08.2023

To

All the Heads of Offices,
(IA&AD as per mailing list)

Sub: Filling up of ONE post in the cadre of AAO (Admn) in RCB&KI, Chennai (formerly Regional Training Institute, Chennai) on deputation basis-reg.

Sir/Madam,

One vacancy is arising in the cadre of AAO (Admn) with effect from 01.10.2023 in Regional Capacity Building and Knowledge Institute (RCB&KI), Chennai.

Applications from eligible and willing candidates who fulfil the below mentioned criteria are invited.

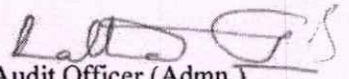
The terms and conditions governing the deputation are as follows:

1. Persons holding analogous posts on regular basis for a minimum period of two years.
2. Previous experience in Administration is desired
3. Must be well versed with latest rules and regulations issued by GOI/HQrs.
4. Previous experience in preparation and monitoring of Budget is essential.
5. Exposure to use of IBEMS, PFMS and GeM portals is desired.
6. Reasonable experience in Office Management/Hostel Management and connected rules and regulations are also desired.
7. The selected candidate is eligible for Deputation allowance as per extant rules.
8. Age of the applicant should not exceed 56 years on the last date for receipt of application.

Heads of Departments are requested to forward applications in the prescribed proforma along with copies of APAR for the last five years i.e. from 2018-19 to 2022-23, No charges/vigilance Clearance/No pending Court Case certificate to this Institute on or before 22/09/2023.

The term of deputation will be initially for a period of three years.

Yours faithfully,


Sr. Audit Officer (Admn.)

Application Form/Bio-Data

Name of the Post: AAO

Name of Office: Regional Capacity Building & Knowledge Institute

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 SO/AAO	
	Section Officer	
	Assistant Audit Officer	
	Audit Officer	
	Senior Audit Officer	
9	Date of Superannuation	
10	Professional Qualification (other than SI. No. 6 &7)	
11	Details of Work experience	
12	Present post and date from which it is held	

Signature of applicant



भारतीय लेखा परीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, कोलकाता
Regional Capacity Building and Knowledge Institute, Kolkata



No. RTI/Kol/Deputation/2023-24/1259

Date: 31.08.2022

To

All Offices as per mailing list
(cag-all-offices@lsmgr.nic.in)

Sub: Deputation Assignment for the filling up 1 post of Asst. Supervisor/ Senior Auditor/ Auditor at RCB&KI Kolkata.

Sir/Madam,

Application are invited from eligible and willing officials for filling up the following post on deputation basis:

Sl No	Post	No of Post	Eligibility
1	Asst. Supervisor/ Senior Auditor/ Auditor	01	1. Holding post of Asst. Supervisor/ Senior Auditor/ Senior Accountant/ Auditor/ Accountant 2. Should possess reasonable IT skill i.e. use of MS Office and web browsing. 3. Should possess good communication (Written & Oral) skill 4. Should possess knowledge of Administration/Training related work

Terms & Conditions:

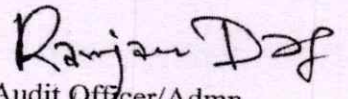
1. The term of deputation will be initially for three years subject to the continued suitability of the official and administrative convenience of this office and extendable thereafter on yearly basis.
2. While working at RCB&KI, Kolkata the selected official will be draw his/her basis pay plus deputation allowance, as applicable on his/her basis pay and as admissible under extant rules.
3. Application from willing and eligible officials along with following documents may be forwarded to this office **latest by 21.09.2023** for consideration.
 - a) Biodata (format enclosed)
 - b) Certified copy of last five years APAR
 - c) Vigilance Clearance Certificate/Integrity Certificate

4. A reference is invited to Headquarters Circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 wherein the detailed instructions to field offices on augmentation of staff in RTIs/RTCs were issued. The important instructions in the said circular are re-iterated below:
- i. Field offices shall display the deputation notifications issued by RTIs/ RTCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
 - ii. Field offices shall forward all applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application;
 - iii. On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
 - iv. The initial deputation period to RTIs/RTCs will be for 3 years and extendable on yearly basis thereafter. The RTI/RTC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
5. Regional Capacity Building and Knowledge Institute, Kolkata has right to accept/reject any application.
6. The last date of accepting application in RCB&KI, Kolkata will be 21 September, 2023.

This is issued with the approval of Principal Director.

Encl: - As above

Yours faithfully,


Sr. Audit Officer/Admn.

Bio Data

1	Name	
2	Designation	
3	Date of Birth	
4	Whether belongs to SC/ST	
5	Qualifications i) Educational ii) Professional	
6	Office to which the applicant belongs i) Parent Office ii) Present Office	
7	Date of Entry into IA&AD	
8	Date of promotion on post	
9	Whether probation period completed or not	
10	Present Pay and Pay Level	
11	Details of working experience	
12	Proficiency in Computers, details may be given	
13	Mobile No & Official email ID	
14	Permanent Address	
15	Present Address	
16	Details of Exam Passed	
17	Any other relevant details	

Date:

Place:

Signature of applicant

It is certified that the above particulars furnished are correct as per our office records.

Signature of Head of the Office (With Stamp)