

क्षेत्रीय क्षमता निर्माण एवं
ज्ञान संस्थान, चेन्नै
भारतीय लेखा समीक्षा तथा लेखा विभाग



Regional Capacity Building and
Knowledge Institute, Chennai
Indian Audit and Accounts Department

RTI-20283(U1)/1/2022-ADMN/Comp.No. 54373/ 200

Dated: 28.01.2026

To
All the Heads of the Department in IA&AD
(As per mailing list)

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

Sir/Madam,

The Regional Capacity Building & Knowledge Institute, Chennai, invites applications from eligible candidates for the posts mentioned in Annexure I on deputation basis, **subject to the operationalization of CEA/CRA by Hqs**, as below;

- Post a.** Faculty Member (Commercial) - 1
Post b. Faculty Member (Civil)- 1
Post c. Faculty Member (IS) - 1
Post d. AAO (Admin)- 1
Post e. AAO (OM) - 1
Post f. OIOS helpdesk - 2
Post g. e-hrms helpdesk - 2
Post h. Ar/Sr Ar/Supvr/Asst Supvr - 4 posts

2. Submission of Applications.

Applications may be forwarded to this institute on or before 06.02.2026 along with;

- Biodata (Annexure-II)
- Certified copies of APARs for the last five years, duly attested on each page (Annexure-III).
- Vigilance Clearance Certificate, certifying that no disciplinary, court, or vigilance case is pending or contemplated against the applicant.

The candidates who have already applied in response to this office circulars dated 21.11.2025 and 16.12.2025 and forwarded through proper channel need not apply once again.

3. Term & Remuneration

- a. The Official selected for Faculty posts will be entitled to training allowance and other officials for non-faculty posts will be entitled to deputation allowance as per admissible rates time to time.
- b. The term of deputation will be initially for a period of 03 (three) years, which may be extended thereafter, subject to his/her continued suitability, administrative convenience, and Headquarters' concurrence.
- c. The selection of suitable officials/ officers shall be done through appropriate selection procedure for knowledge and skill-based jobs, and the selection will be notified.
- d. RCB&KI, Chennai, reserves the right to repatriate the deputationists at any time if his/her performance is found unsatisfactory.

4. Eligibility and age limit

- a. The maximum age for appointment by deputation shall not exceed 56 years as on the date of application.
- b. The officials selected for deputation in RCB&KI Chennai shall not have the right to absorption in any post.
- c. The applications of shall be forwarded through their respective parent office(s).

Compliance with Hqrs office Circular.

A reference is invited to Headquarters Circular No. 269/Trg.Div/42-A/2019 dated 18.09.2019 (attached herewith), wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs renamed as RCB&KIs/RCB&KCs were issued for strict compliance.

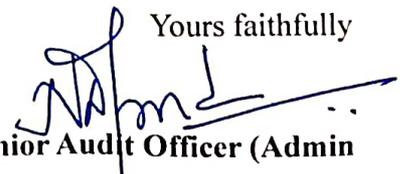
Accordingly, it is requested that the *field offices may display the deputation notifications issued by RCB&KIs/RCB&KCs on the noticeboards and circulate among the staff, giving reasonable time to the candidates for responding to the notification.*

The applications may be forwarded /submitted to this office on or before **06.02.2026**.

The selection on deputation to this institute is subject to the operationalisation of CEA/CRA Cadre as per Hqrs policy.

This issues with the approval of the Principal Director (RCB&KI) Chennai.

Encl – As Stated above.

Yours faithfully

Senior Audit Officer (Admin)

Annexure 1

Sl no	Name of the post	Sr Audit Officer (Faculty Member- Civil) Post is interchangeable between SAO/AAO
1	Number of posts	01 (w.e.f 01.06.2026)
	Purpose	To handle classes on Civil Audit Related topics
	Requirements	<ul style="list-style-type: none"> a) Holding Analogous post of AAO/SAO on regular basis.(Serving employees) b) Should have retired as AAO/SAO (For retired officials) c) Having adequate knowledge in conduct of Expenditure/Revenue Audit, Performance Audit, and Compliance audit. d) Experience in handling classes in In house Trainings or RCB&KIs will be an added advantage.
Sl no	Name of the post	Sr Audit Officer (Faculty Member- Commercial) Post is interchangeable between SAO/AAO
2	Number of posts	01 (w.e.f 01.05.2026)
	Purpose	To handle classes on Commercial Audit Related topics
	Requirements	<ul style="list-style-type: none"> a) Holding Analogous post of AAO/SAO on regular basis. In Commercial Cadre (Serving employees) b) Should have retired as AAO/SAO-Commercial (For retired officials) c) Having adequate knowledge in conduct of Financial Attest Audit and proficiency in Accounting Standards, Performance Audit. d) Experience in handling classes in In house Trainings or RCB&KIs will be an added advantage.
Sl no	Name of the post	Asst. Audit Officer (Faculty Member- IS) Post is interchangeable between SAO/AAO
3	Number of posts	01
	Purpose	To handle classes in Information Systems related topics and other allied works from time to time.
	Requirements	<ul style="list-style-type: none"> a) Holding an analogous post of AAO/SAO on regular basis. b) Having ample knowledge and experience in handling classes in MS Office applications, Oracle, SQL, IDEA, IT Audit, PostgreSQL, and KNIME. c) CIA or CISA qualification is preferred, and experience in IT Audit will be an added qualification d) Proficiency in the SAI portal is essential. e) Technical knowledge, both hardware and software, and proficiency in the GeM portal are desired.
Sl no	Name of the post	Asst. Audit Officer (OIOS)- Functional Help Desk Post is interchangeable between SAO/AAO
4	Number of posts	02
	Purpose	To function as an OIOS Functional Help Desk (FHD) to field offices and support capacity building
	Requirements	<ul style="list-style-type: none"> a) Holding an analogous post (AAO/SAO) on regular basis. b) Having good communication skills and being well-versed in the use of OIOS c) Having good functional knowledge of IT tools like Excel, Word, Tableau, etc.

Sl no	Name of the post	Asst. Audit Officer (eHRMS) Functional Help Desk Post is interchangeable between SAO/AAO
5	Number of posts	02
	Purpose	To function as a Functional Help Desk (FHD) to the Administration sections and User Offices during the e-HRMS implementation and on boarding phase
	Requirements	a) Holding analogous post (AAO/SAO) on a regular basis
		b) Proficiency in working on Information Technology applications and computers.
		c) Having experience related to Human Resources or Administration/Bills in the Department, and with experience in a computerization project.
		d) Experience in working in Administration and dealing with Service Books, etc., will be an added advantage.
Sl no	Name of the post	Asst. Audit Officer (Admn)
6	Number of posts	01
	Purpose	To handle the Administration and Office Management related work
	Requirements	a) Holding an analogous post on regular basis.
		b) At least two years' experience in General Administration/Establishment/OM
		c) Proficient in MS Office, e-office, and PFMS
		d) Hostel and Canteen Management. Liaison works with CPWD.
		e) Purchase of all items required for the day-to-day functioning of the office and Hostel, either through GeM or through local purchase.
Sl no	Name of the post	Asst. Audit Officer (OM)
7	Number of posts	01
	Purpose	To handle the Administration and Office Management related work
	Requirements	Holding an analogous post on regular basis.
		At least two years' experience in General Administration/Establishment/OM
		Proficient in MS Office, e-office, and PFMS
		Hostel and Canteen Management. Liaison works with CPWD.
		Purchase of all items required for the day-to-day functioning of the office and Hostel, either through GeM or through local purchase.
Sl no	Name of the post	Asst Supervisor/Sr. Auditor/Sr. Accountant/ Auditor/ Accountant
8	Number of posts	04
	Purpose	To perform routine Administration and OM related works.
	Requirements	a) Holding an analogous post on a regular basis in the parent cadre with a minimum of five years of service.
		b) Knowledge relating to overall work in IA&AD is necessary
		c) Possessing knowledge and experience in operating computer applications, including e-office, e-HRMS, PFMS, GeM, iBEMS.
		d) Having profound knowledge in administrative/establishment and Office Management matters, including Income Tax.

ANNEXURE – II

APPLICATION FOR THE POST OF ASSISTANT AUDIT/ACCOUNTS OFFICER (IS), ASSISTANT AUDIT/ACCOUNTS OFFICER (OIOS) & ASSISTANT AUDIT/ACCOUNTS OFFICER (e-HRMS)/ ASST SUPERVISOR, SR. AUDITOR/SR. ACCOUNTANT/AUDITOR/ACCOUNTANT

1.	Name in full (Shri/Smt/Ms/Kum)	
2.	Present Post held	
3.	Date of entry in Govt. Service	
4.	Date of entry in IA&AD	
5.	Office to which the applicant belongs i. Parent Office ii. Present Office	
6.	Date of Birth	
7.	Qualifications: i. Educational ii. Professional	
8.	Permanent Address	
9.	Present Address	
10.	Date of Joining/Promotion to the current cadre	
11.	Present Pay and Pay Level	
12.	Whether belonging to SC/ST	
13.	Experience Profile*	
14.	Proficiency in computer, details may be given**	
15.	Mobile Number & official email ID	
16.	Any other relevant details***	

Date:

Place:

(Signature of Applicant)

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

Signature of the Head of the Department (with stamp)

Annexure III

ABSTRACTS OF APARs/ACRs FOR THE LAST FIVE YEARS UPTO 2024-25

(Year-wise APAR grading for the last five years to be given in respect of each official)

Sl. No.	Name & Designation	2024-25	2023-24	2022-23	2021-22	2020-21
1						
2						
3						
4						
5						

**If any of the APARs of the recommended Officer are not available for any of the above periods, the grading for the previous period may be given in the above Annexure.*

Indicate numerical grading only

It is certified that:

- i. I have verified the grading from the original APARs and found to be correct.**
- ii. No vigilance or disciplinary case is either pending or contemplated against the above Officer/Officials. No major/minor penalty has been imposed on the above Officers/Officials in the past.**

Sr. DAG/DAG/DD/Director (Admn)

O/o.....

Place:

Date: