



No.RCB&KC/BNG/Admn/Deptn/2024-25/102

Dated: 07.11.2024

To,

All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in).

Subject: Deputation Assignment at Regional Capacity Building and Knowledge Centre, Bengaluru

Sir/Madam,

1. RCB & KC, Bengaluru caters to the capacity building requirements of nine offices of Indian Audit & Accounts Department located in Bengaluru and Hubli.
2. Applications are invited for **one** post of AAO/Core faculty-General Courses, **one** post of AAO/Knowledge Centre, **one** post of AAO/Central Knowledge Repository, **one** post of Personal Secretary and **two** posts of Auditor which are currently vacant at RCB & KC, Bengaluru:

Sl.No.	Post	Job description	Eligibility	No. of vacancies
1	AAO/CF-Gen. Courses	<ol style="list-style-type: none"> 1. Draft course schedules of General Courses 2. Organize faculty for General Courses 3. Take classes in General Courses 4. Prepare Course Materials and Case Studies 5. Prepare Structured Training Modules (STMs) for General Courses. 6. Any other work assigned by Seniors. 	<ol style="list-style-type: none"> 1. Holding of analogous post of AAO 2. Good Communication Skills and teaching skills. 3. Should possess reasonable IT skills i.e. use of MS Office, MS Excel, web browsing and E-Office. 	One

2	AAO/ Knowledge Centre	<ol style="list-style-type: none"> 1. Knowledge Centre activities on allocated topics of RCB&KC, Bengaluru i.e., i. Financial Audit. ii. Audit of Autonomous Bodies. 2. Preparation and designing the course structure for trainings on KC topics which entail course content of sessions, reference material, FAQs and comprehensive presentations. 3. Preparing STMs/Case Studies and Research papers to contribute to the Knowledge Repository. 	<ol style="list-style-type: none"> 1. Holding of analogous post of AAO/SAO. (Preference for SAO) 2. Experience in Financial Audit/Audit of Autonomous Bodies/Commercial Audit. 3. Good Communication Skills. 4. Should possess reasonable IT skills i.e. use of MS Office, MS Excel, web browsing and E-Office. 	One
3	AAO/Central Knowledge Repository	<ol style="list-style-type: none"> 1. Work pertaining to upkeep and updation of the Central Knowledge Repository and other related work as assigned by the K&CB wing of Headquarters. 	<ol style="list-style-type: none"> 1. Holding of analogous post of AAO. 2. Experience in the field of audit 3. Good Communication Skills. 4. Should possess reasonable IT skills i.e. use of MS Office, MS Excel, web browsing and E-Office. 	One
		<ol style="list-style-type: none"> 1. Schedule and coordinate 		

4	Personal Secretary	<p>meetings, answer phone calls and take messages, check and forward emails, plan travel and aligned arrangements.</p> <ol style="list-style-type: none"> 2. Co-ordinate with IA&AS officers as per instructions of HOD. 3. Assisting SAO /AAO in making logistic arrangements for RAC Meetings. Departmental meetings. Regular Trainings and Conferences. 4. Any other work assigned by the Senior Officers. 	<ol style="list-style-type: none"> 1. Holding the post of PS/Asst. Supervisor/ Sr. Auditors/ Sr. Accountant/Auditor/ Accountant. 2. Should possess reasonable IT skills i.e. use of MS Office, MS Excel, web browsing and E-Office. 3. Knowledge of file management, noting, drafting, etc. 	One
5	Sr. Auditor/ Auditor	<ol style="list-style-type: none"> 1. Assisting SAO /AAO in making logistic arrangements for Trainings. 2. Maintenance and upkeep of IT systems and other related work 3. Maintenance of Registers and periodical closings of all Registers. 4. Any other work assigned by the Senior Officers. 	<ol style="list-style-type: none"> 1. Holding the post of Asst. Supervisor/ Sr. Auditors/ Sr. Accountants/Auditors/ Accountants. 2. Should possess reasonable IT skills i.e. Use of MS Office, MS Excel, web browsing and E-Office. 3. Knowledge of basic IT hardware would be an added qualification. 4. Knowledge of file management, noting. drafting, etc. 	Two

3. Applications of officers/officials who are willing to be considered for deputation in RCB & KC, Bengaluru for the above-mentioned posts may forward the application to RCB & KC, Bengaluru through proper channel on or before **06.12.2024** along with their biodata in the format prescribed in ***Annexure I*** and certified copies of APAR for the last five years duly attested on each page by the competent authority. A certificate to state that no disciplinary/court/vigilance case is either pending or contemplated against the applicant should also be forwarded along with the application.
4. The successful candidates would be decided by the selection committee and would be approved by the competent authority. Necessary practical test/personal interview may also be conducted as per the order of the competent authority.
5. The term of deputation for the posts will be initially for a period of three years and extendable on yearly basis thereafter. RCB & KC, however, reserves the right to repatriate an officer/official on deputation at any time even before three years.
6. Deputed officers/officials will be entitled for deputation allowance/training allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.
7. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of application for the post.
8. Wide publicity may be given to this circular and attention is invited to Headquarters Circular no: 269/Trg/Div/42-A/2019 dated 18-09-2019 which inter-alia stipulates that the field offices should display/circulate deputation notifications issued by RTIs/RTCs among staff and forward such applications received to RTIs/RTCs.
9. In General, all the extant rules applicable for deputation to any post in IA&AD are to be taken to have been included in this notification.

(Authority: Orders of Principal Director, RCB & KC, Bengaluru dt 06-11-2024)

Yours faithfully,

Digitally signed by

Sobha G Varior

Date: 07-11-2024 13:15:21

**SAO/Admn & CF-Gen.
RCB & KC, Bengaluru**

Annexure- I

Deputation post for which application submitted:-

1	Full Name	
2	Office where currently posted	
3	Designation	
4	Parent Office	
5	Date of entry into Government service	
6	Date of entry into IAAD	
7	Date of promotion to current designation	
8	Date of Birth	
9	Educational Qualification	
10	Professional Qualification (CISA/CISSP/CIA/CISM etc.)	
11	Proficiency in Computers	
12	Additional Expertise/Qualification, if any	
13	Experience in training	
14	Experience in organising events/workshops etc.	
15	e-mail id	
16	Mobile number	

17 Details of Employment, in chronological order (including deputation posts)

Office/institution	Post held on regular basis	From	To	Basic pay in the PB/Pay Matrix, Grade pay	Nature of Duties highlighting the experience linked to the post applied for

I have carefully gone through the Vacancy circular/advertisement, and I am well aware that the information furnished in the Curriculum Vitae supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature:

Date