क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान
भारतीय लेखापरीक्षा तथा लेखा विभाग
**REGIONAL CAPACITY BUILDING AND
KNOWLEDGE INSTITUTE**
INDIAN AUDIT AND ACCOUNTS DEPARTMENT

No.RCBKI/Admn./Deptn. FM.IS./Unit-I/2024-25/Comp no 344456/276 Dt. 17.02.2025

To,

All Offices of IA&AD.

Subject- Extension of last date for receipt of application for deputation to the post of Faculty Member(IS).
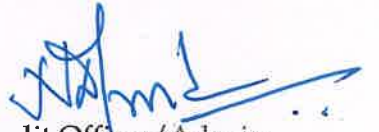
Sir/Madam,

Please refer to this office letter no No.RCBKI/Admn./Deptn. FM.IS./Unit-I/2024-25/245 dated 20.01.2025 vide which applications were invited from the willing and eligible officials from all the offices of IA&AD for filling up the vacant post of Faculty Member(IS) on deputation basis. The last date of receipt of applications was 14-02-2025.

In this regard, it is to intimate that the last date of receipt of applications from the willing and eligible officials is hereby extended till 26.02.2025 vide orders of the competent authority..

The previous notification dated 20.01.2025 with description of duties and proforma for application is enclosed herewith.

Yours faithfully,

Sr. Audit Officer/Admin
O/o RCB&KI Chennai

PROFORMA

NAME IN FULL (CAPITAL LETTERS)	
DATE OF BIRTH	

QUALIFICATION
   1. EDUCATIONAL
   2. PROFESSIONAL	

DATE OF ENTRY IN TO GOVERNMENT SERVICE	
DATE OF ENTRY INTO IAAD	

DATE OF PASSING OF EXAMS
   1. SOG/SAS (WITH STREAM)
   2. RA
   3. CPD 1
   4. CPD II
   5. CPD III
   6. OTHER EXAMINATIONS	

DATE OF PROMOTION
   1. SO
   2. AAO
   3. AO
   4. SAO	

BASIC PAY AS ON 01.01.2025 WITH PRESENT PAY (LEVEL/MATRIX)	
PARENT OFFICE	
EXPERIENCE IN RELEVANT FIELD	

CONTACT DETAIL
   1. MOBILE NO
   2. CAG MOBILE ID
 	
   3. PRESENT ADDRESS
 	
   4. PERMANENT ADDRESS
 	
ANY OTHER RELEVANT INFORMATION	

SIGNATURE OF THE APPLICANT

DUTIES OF FACULTY MEMBER (IS)

1. All works relating to IS Courses
2. Preparation of Annual Calendar of Training Programme for IS Courses
3. Preparation of course schedule, coordinating and conducting all advance IS courses
4. Selection of Guest Faculty
5. Preparation of course materials/handouts, A V aids and handling sessions
6. Assessment and evaluation of effectiveness of training
7. Developing and standardizing course curriculum as per Hqrs instructions.
8. Liaison with Hqrs/Other training Institutes for faculty support
9. Overall supervision of working of EDP Training
10. Purchase and maintenance of all IT related items and other issues connected with EDP.
11. Any other work assigned by Hqrs/Director General/Principal Director from time to time.