



कार्यालय महानिदेशक लेखापरीक्षा (केन्द्रीय व्यय)

OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL EXPENDITURE)

ऑडिट भवन, नई दिल्ली-110002

AUDIT BHAWAN, NEW DELHI-110002

Admn.I/4-7(9) /2024-25/36

Dated: 04.04.2025

ADMINISTRATION-I SECTION

Regional Capacity Building & Knowledge Institute, Hyderabad has invited applications for below mentioned post on deputation basis-

Name of Post	Eligibility Criteria
1. SAO/AAO (IS Core Faculty)	<ul style="list-style-type: none">• Officers must have aptitude to deliver lecture and in-depth knowledge and experience in operating computer applications.• Knowledge in working with Data Analytics software.• Ability in developing and maintenance of IS System, website and e-office.• Ability to coordinate courses/training programs.
2. SAO/AAO (e-HRMS)	<ul style="list-style-type: none">• Must have regular proficiency in computers and IT

2. The initial deputation period to RCB&KC, Hyderabad will be for a period of **three years**, which is extendable subject to willingness of the employee and at the direction of the Competent Authority

3. Training allowance as applicable on basic pay would be admissible, in accordance with the instruction issued by the GOI and Hqrs. office from time to time

4. Willing and eligible Assistant Audit officers may forward their applications with filled in bio-data form through their Group Officers to Admin.-I Section latest by **10.04.2025**.

मिनि
04/04/25

Sr. Audit Officer (Admn.)



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, सैफाबाद, हैदाराबाद - ५०० ००४

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE,
SAIFABAD, HYDERABAD - 500 004.



सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्रशासन/Deputation/2018/I-6/2024-25/177

दिनांक: 21.03.2025

To

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

विषय: Deputation Assignment at Regional Capacity Building and Knowledge Institute (RCB&KI), Hyderabad for filling up one vacant post of IS Core Faculty

Sir/Madam,

Applications are invited from eligible Officers viz.. SAOs/AAOs for filling up One post of IS Core Faculty on deputation basis in Regional Capacity Building and Knowledge Institute (RCB&KI), Hyderabad.

Eligibility Criteria:

Aptitude to deliver lectures and In-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, PL/SQL Programming, Microsoft Office, Website applications etc.) and experience in IT Audit.

- ❖ Knowledge in working with Data Analytics software like Tableau, Knime, Qlikview is desirable
- ❖ Ability in development and maintenance of IS systems, Website and e-office.
- ❖ Ability to Coordinate courses /Training Programs
- ❖ Ability in preparation of Course material and Structured Training Modules (STMs) for IS Courses

2. Application(s) of SAOs/AAOs who are willing to be considered for deputation to RCB&KI, Hyderabad for the post of IS Core Faculty may be forwarded to this office on or before **17 April 2025** along with their *Bio-Data (Annexure enclosed)*, ***certified copies of APAR for the last five years***, duly attested on each page and vigilance clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant. ***The required documents of the eligible candidates considered by the respective Parent offices may be scanned and sent by email to avoid postal delay. Hard copies may be sent thereafter to this office.***

3. The term of deputation will be initially for a period of three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RCB&KI, Hyderabad, the selected official will draw his/her basic pay plus **Training Allowance** as applicable on his/her basic pay and as admissible under extant rules.

4. Maximum age limit for appointment by deputation shall not exceed **56 years** as on date of application for the post. The applications of the Officers/Officials working in the office on deputation basis on normal terms & conditions shall be forwarded through their respective Parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the Institution.

5. A reference is invited to Headquarters circular **No. 269/Trg. Div./42-A/2019 dated 18.09.2019** wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

- e. Field offices shall display the deputation notifications issued by RCB&KIs/KCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
- f. Field offices shall forward all applications received from their officers/staff against the positions advertised by RCBKIs/KCs to the concerned Institute/Centre, without withholding any application;
- g. On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RCB&KIs/KCs at the earliest.
- h. The initial deputation period to RCBKIs/KCs will be for 3 years and extendable on yearly basis thereafter. The RCBKIs/RCBKCs however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

6. However, clause at Sl.no 5 (b) regarding instructions to field offices not to withhold any applications received from their officers/staff against positions advertised by RCBKIs/RCBKCs "**will not apply in case of applicants who have been reverted/repatriated in the last six (6) months from RCB&KIs/RCBKCs to their parent offices**". This may please be noted before forwarding the applications.

यह प्रधान निदेशक, क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद के अनुमोदन से जारी होता है।

Encl: Bio-data (Annexure)

भवदीय,



वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, सैफाबाद, हैदाराबाद - ५०० ००४

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE,
SAIFABAD, HYDERABAD - 500 004.



No.DG/RCB&KI/Hyd/Admn/2024-25/Dept/I-50/180
Dated 24/03/2025

To
All Offices of IA&AD (As per mailing list),

Sub: Deputation for the post of SAO/AAO(e HRMS) in RCBKI-
Hyderabad -regarding.

Sir/Madam,

The applications are invited from desirous candidates with regard to deputation assignment as per instructions given below.

S.No.	Post	No of vacancies
I.	SAO/AAO- Functional Helpdesk for (implementation of eHRMS)	01

Eligibility Criteria

1. Holding analogous post of A.A.O
2. Sr.A.O. with appropriate skills may also apply, as the post is interchangeable
- 3 Regular working proficiency in computers and comfort in using IT is necessary.
- 4 The requirement of the job is to support the capacity building, handholding and to act as functional e-HRMS helpdesk in RCB&KI, Hyderabad.

Terms of deputation & selection process

1. All officers who are willing should apply for the deputation through their respective Parent Offices. The Parent Offices are requested to forward such applications along with the Bio- data (as per the Annexure) and APARs for the **last five years** duly attested on each page to this Institute, so as to reach this Institute latest by **17/04/2025**. It may be certified that no disciplinary/ court/ vigilance case is either pending or contemplated against the applicant. The required documents of the eligible candidates forwarded by the respective Parent offices may be scanned and sent by email to avoid postal delay.
2. The RCBKIs/RCBKC reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
3. The selected officer will be entitled to training allowance as per extant rules.
4. Selection of a suitable officer shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall be notified.
5. Maximum age limit for deputation should not exceed 56 years as on the closing

date of application for the post.

6. A reference is invited to Headquarters Circular No. 269/Trg.Div.142-A/2019 dated **18.09.2019** wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RCBKIs/KCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

a Field offices shall display the deputation notifications issued by RCBKIs/KCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;

h Field offices shall forward all applications received from their officers/staff against the positions advertised by RCBKIs/KCs to the concerned Institute/Centre, without withholding any application;

c On completion of the selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RCBKIs/KCs at the earliest.

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

Yours faithfully


Sr. Audit Officer/Admn, 27/3/25