



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)/2024-25/207

Dated: 13.05.2025

ADMINISTRATION-I SECTION

Regional Capacity Building & Knowledge Centre, New Delhi vide their letter no. RCBKC/EDP Faculty Deputation/28/2024-25/31 dated 22.04.2025 has invited applications for below mentioned post on deputation basis-

Name of post	Eligibility Criteria/Work requirement
Assistant Audit Officer (EDP Core Faculty) 02 Post	1. AAO with 04 years of regular service 2. Good communication skills, IT knowledge, knowledge of computer hardware, software, basic networking, operating system, proficiency in MS-Office. 3. Experience as faculty in IA&AD training institutes 4. Age should not be more than 56 years.

- The initial deputation period to RCB&KC, New Delhi will be for 03 years and which is extendable subject to willingness of the employee and at the direction of the Competent Authority.
- Training allowance @ 24% would be admissible, in accordance with the instruction issued by the GOI and Hqrs. office from time to time.
- Willing and eligible officers /officials may forward their applications with filled in bio-data form through their Group Officers to Admin.-I latest by **15.05.2025**.


Sr. Audit Officer (Admn.)



भारतीय लेखापरीक्षा तथा लेखा विभाग (Indian Audit & Accounts Department)

कार्यालय महानिदेशक लेखा परीक्षा (केन्द्रीय प्राप्ति), नई दिल्ली

O/o The Director General of Audit (Central Receipt), New Delhi

क्षेत्रीय क्षमता निर्माण एवं ज्ञान केन्द्र, नई दिल्ली

Regional Capacity Building & Knowledge Centre, New Delhi

'A' Wing, 5th floor, AGCR Building, Indraprastha Estate, New Delhi – 110002.

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No. RCBKC/EDP Faculty Deputation/28/2024-25/31

Dt. 21/04/2025

To

All Heads of Departments of IA&AD,
(As per enclosed mailing list)

Subject: - Extension of last date for submission of applications of eligible SAOs/AAOs with revised guidelines for the filling up of EDP Core Faculty position in RCBKC, New Delhi on deputation basis.

Sir/Madam,

The Regional Capacity Building & Knowledge Centre, New Delhi requires services of eligible candidates for filling up following post on deputation basis:-

Post	No. of Vacancies
EDP core Faculty	02

1. Eligibility conditions and job requirements for the post are given in Annexure-1.
2. The deputation will initially be for a period of three (3) years which may be extended by the competent authority subject to continued suitability of the officer and administrative convenience. The RCB&KC, however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.
3. Training allowance @24% would be admissible, in accordance with instructions issued by the Government of India and Hqrs office from time to time.
4. Selection of suitable candidates will be made by adopting the appropriate selection procedure based on the requirement of knowledge and skill involved in the job. The selection of the applicant will be notified.
5. Applications of all interested and eligible officers may please be forwarded along with the following documents latest by **15th May 2025** to the Director, Regional Capacity Building and Knowledge Centre, New Delhi.
 - Bio-data of applicant in prescribed format (Annexure-II)
 - Particulars of Experience of applicant for the post of EDP as per Annexure-III
 - Vigilance clearance certificate
 - Attested copies of APARs dossier for the last five years

6. 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 position in RCB&KIs/RCB&KCs were issued for strict compliance. The important issues addressed by the Headquarters office in the said circular are as below:-
- Field offices shall display the deputation notifications issued by RCB&KIs/RCB&KCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification.
 - Field offices shall forward all applications received from their officers/staff against the positions advertised by RCB&KIs/RCB&KCs without withholding any application.
 - On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignment at RCB&KIs/RCB&KCs at the earliest.

The Headquarters office has again issued a circular letter vide No:11/Trg. Div./42-A/2023 dated: 02/05/2023 to heads of Department of IA&AD offices requesting therein that:

- Heads of field offices may assess the human resource requirements of respective offices and spare the services of SAOs/AAOs to RCB&KIs/RCB&KCs by permitting them to apply against the vacancies notified by RCB&KIs/RCB&KCs.
- Encourage SAOs/AAOs with domain knowledge for applying for the positions of Core-Faculty notified by the RCB&KIs/RCB&KCs providing them an opportunity to contribute to the capacity development activities of SAI India.
- Heads of field offices may extend faculty support by deputing officers with domain expertise to facilitate training sessions at RCB&KIs/RCB&KCs whenever such requests are received from RCB&KIs/RCB&KCs.
- Heads of field offices/RCB&KIs/RCB&KCs may actively discuss the above.

In addition to this, the latest Hqrs deputation guidelines vide Circular No. 60-staff(App)-I/14-2023 dt. 27.01.2025 may kindly be referred for compliance.

7. This issues with the approval of the Additional Deputy Comptroller & Auditor General (Central Receipt), New Delhi.

Yours faithfully,



Director (RCB&KC)

Annexure-I

Eligibility conditions and job requirements

Eligibility for EDP Core Faculty

1. Holding analogous post of Sr. Audit Officer or Assistant Audit Officer with five years of regular service.
2. Knowledge of computer hardware, software, basic networking, Operating System
3. Proficiency in MS-Office (Word, Excel, Power-point, Access)
4. Familiarity with Databases with working experience in one of the database like Oracle, SQL Server, MySQL, Sybase etc.
5. Proficiency in IDEA & understanding of other data analytic software like Tableau, Knime, R, etc.
6. Familiarity with process of IT Audit and involvement in some IT audit taken up by department would be given weightage.
7. Experience as faculty in IA&AD training institutes / other training institute would be given preference.
8. The officer would be required to handle other areas besides faculty hence experience in administration, establishment would be an added advantage.

Annexure-II**Bio data of applicants**

1.	Name of full(S/Shri/Smt/Ms)	
2.	Present Post held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications i) Educational ii) Professional	
7.	Office to which the applicant belongs i) Parent Office ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Date of entry into IA&AD	
11.	Date & Year of passing SAS Examination (Please mention Civil Audit/ Commercial/P&T/Railway/Defense Audit)	
12.	Date of promotion as AAO	
13.	Details of other exams passed (RAE/CPD-I,CPD-II/Others)	
14.	Proficiency in computers, Details may be given	
15.	Present Pay Level and Pay	
16.	Mobile Number and officials email ID	
17.	Any other relevant details	

Date:

(Signature of Applicant)

Place:

It is certified that the above particulars furnished are correct as per our office records and no disciplinary/vigilance action is pending against him/her.

Signature of the Head of the Department (with Stamp)

Annexure-III

Particulars of Experience of applicant

Name:- _____ Designation:- _____

Present office:- _____

Knowledge and experience profile for EDP core faculty

Particulars	Level of proficiency	Working experience	Certification/Degree, if any, on the subject		
			Details	Name of the Institute	Title
(1)	(2)	(3)	(4)	(5)	(6)
Operation system:					
• Windows					
• Linux					
• Unix					
MS-Office:					
• Word					
• Excel					
• Power-point					
• Access					
Databases:					
• Oracle					
• SQL server					
• MySQL					
• Others (Please mention)					
IDEA					
ACL					
Tableau					
QlikView					
Knime					
Hadoop					
Python					
R					
ERP:					
• SAP					
• Oracle financial					
• Microsoft Dynamics					

• JD Edwards					
Networking:					
• LAN					
• WAN					
• Internet					
IT Audit*					
Web development and management					

Note:- 1) Please use Basic, Intermediate, advanced for level of proficiency for different areas, on self-assessment basis.

*List of IT audits conducted with web link to CAGs website or the report in which it was published.