

Filling up of vacancies in on deputation basis.

Applications invited from:

All interested and eligible officers/officials only.

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section:

1. RCB&KI, Bengaluru-13.09.2024
2. RCB&KI, Hyderabad-13.09.2024
3. DGA (CE), New Delhi-13.09.2024
4. RCB&KI, New Delhi-09.10.2024.



भारतीय लेखापरीक्षा और लेखा विभाग
Indian Audit & Accounts Department



क्षेत्रीय क्षमता निर्माण एवं ज्ञान केंद्र, बेंगलूरु,
Regional Capacity Building & Knowledge Centre, Bengaluru

No.RCB&KC/Admn Deputation-Extension/2024-25/

Date:02.09.2024

To,

All the Heads of Offices,
(as per IA&AD mailing list).

Sub: Filling up of One post of AAO (Knowledge Centre) and One Post of Private secretary in RCB & KC, Bengaluru on deputation basis -reg.

Sir Madam,

In continuation to the correspondence vide no. RCB&KC/BNG/Admn/Deputation/2024-25/47 dated 29.07.2024, calling for applications for filling up of One post of AAO (Knowledge Centre) and One Post of Private secretary in RCB & KC, Bengaluru on deputation basis, the due date for receipt of applications has been extended up to 20.09.2024.

This has the approval of Principal Director, RCB & KC Bengaluru.

Yours faithfully,

Sr AO/Admn & CF-Gen. Courses



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

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



No.DG/RCB&KI/Hyd/Admn/Deputation/SAO(CommL)/I-6/2024-25 /43

Dated 31 August 2024

To

All the Heads of Offices,
(IA&AD as per mailing list)

Sub: Filling up of vacancy of SAO/AAO Faculty Member (Commercial)
in RCB&KI, Hyderabad on Deputation basis-reg.

Sir/Madam,

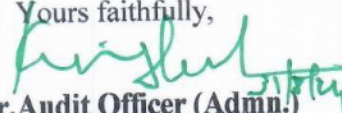
Applications are invited through proper channel for the post of SAO/AAO (Faculty Member -Commercial) in the Regional Capacity Building and Knowledge Institute (RCB&KI), Hyderabad. The vacancy would be filled up on deputation basis. The names of SAOs who are willing to be considered for deputation to RCB&KI, Hyderabad may be forwarded to this office on or before 20.09.2024, along with their biodata (in enclosed format), Certified copies of APARs 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 applicants.

2. The term of deputation will be for an initial period of 1 year and may be extended thereafter, subject to his/her continued suitability and administrative convenience. Training Allowance at prescribed rates would be admissible as per instructions prevailing from time to time.

The criteria to be fulfilled by the officers applying for the deputation and the job requirements for the above-mentioned post is as below:

- Work relates to knowledge center topic i.e. Public Private Partnership (PPP) / Regulatory Bodies/Anti-Corruption for RCB&KI, Hyderabad. The preparation of material for use in training and research in these topics.
- Work may involve giving lectures on such topics and other topics of interest to audit and accounts and co-ordination with other guest faculty to conduct the courses as per allocation.
- Preparing the course schedule, coordinating and conducting Commercial/ General Courses. Preparation of course materials, handouts, AV aids
- General Coordination work related to correspondence for Commercial/ General Courses as per allocation
- Selection of Guest faculty

- f. Handling sessions related to the allotted courses
 - g. Assessment and Evaluation of effectiveness of all Non-EDP training courses as per allocation
 - h. Developing course ware on the allotted subjects/courses
 - i. Preparing draft Annual Calendar of Training Programme(COTP) for all General courses and submission of consolidated CoTP of EDP and Non-EDP Courses to Director General/Principal Director
 - j. Correspondence work related to conduct of Regional Advisory Committee meetings (RAC) and Mid-term Review meetings from time to time.
 - k. Correspondence work related to obtaining Administrative approval of Director General/Principal Director regarding payment of Honorarium to resource persons/guest faculties for the courses as per allocation.
 - k. Preparation of STMs/ case studies.
 - l. All correspondence work with Headquarters office regarding training related matters as well as the Annual Training Calendar, Calendar of Training Program and RAC meetings.
 - m. Any other work assigned by the Director General/Principal Director from time to time.
3. 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 RCBKIs/RCBKC's 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 RTI/RTCs on the notice boards and circulate among the staff finding reasonable time to the candidates for responding to the notification.
 - b. Field offices shall forward all applications received from their offices/staff against the position advertised by RCBKIs/RCBKC's to the concerned Institute/Centre without withholding any application.
 - c. On completion of selection process, field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignments at RCBKIs/RCBKC's at the earliest.
 - d. The initial deputation period to RCBKIs/RCBKC's will be for 3 years extendable on yearly basis thereafter. The RCBKIs/RCBKC's however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.
 - e. However, clause at (b) above regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RCBKIs/RCBKC's will not apply in case of applications who have been reverted/repatriated in the last six (6) months from RCBKIs/RCBKC's to their parent offices as per Headquarters Circular No. 398/Trg.Div/42-A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.
4. This issues with the approval of Director General.

Yours faithfully,

 Sr.Audit Officer (Admn.)

PROFORMA

For Serving officials (SAOs/AAOs)

NAME IN FULL (CAPITAL LETTERS)	
DATE OF BIRTH	
QUALIFICATION 1. EDUCATIONAL 2. PROFESSIONAL	
DATE OF ENTRY INTO GOVERNMENT SERVICE	
DATE OF ENTRY INTO IAAD	
DATE OF PASSING OF EXAMS 1. SOG/SAS (WITH STREAM) 2. RA 3. CPD I 4. CPD II 5. CPD III 6. OTHER EXAMINATIONS	
DATE OF PROMOTION 1. SO 2. AAO 3. SAO	
BASIC PAY AS ON 01.01.2024 WITH PRESENT PAY (LEVEL/MATRIX)	
PARENT OFFICE	
EXPERIENCE IN RELEVANT FIELD	
CONTACT DETAIL 1. MOBILE NO 2. OFFICIAL E-MAIL ID 3. PRESENT ADDRESS 4. PERMANENT ADDRESS	
ANY OTHER RELEVANT INFORMATION	

Signature of the applicant

कार्यालय महा निदेशक लेखा परीक्षा, केन्द्रीय व्यय (कृषि, खाद्य एवं जल संसाधन)
आठवौं व नवौं तल, संकाय भवन 10-बहादुर शाह जफर मार्ग
नई दिल्ली 110002

संख्या: 556/पी.डी.सी.ए./एम.ए.बी.-IV/प्रशासन/

दिनांक: 03/09/2024

कार्यालय ज्ञापन-355

Applications are invited from Volunteers for the post of Welfare Assistant in the Level -8 of Pay Matrix (Pre-revised Rs. 9300-34800 with G. Pay 4800/-). The post is for Delhi Head Office and Welfare Assistant will be attached to Director (Admn.)/ Sr.Audit Officer (Admn.). The post is an ex-cadre post and will be filled in by deputation from the eligible staff belonging to the cadres of this office viz. Director General of Audit, Central Expenditure (Agriculture, Food & Water Resources). The person selected will be holding the post for a period not ordinarily exceeding three years subject to his/her continued suitability.

The minimum service for consideration for the post of Welfare Assistant as on **01.08.2024** is as mentioned below:-

1. (a) Senior Auditor/ Stenos (Grade I)/ Jr. Hindi Translator with 3 years regular service in the grade or
(b) Possessing three years' experience in the field of welfare or community activities, House Keeping, Sports and Cultural activities, Personnel Administration including settlement of personal claims etc.

The main duties of the Welfare Assistant will be as follows: -

2. For settlement of dues of employees, who die in harness he/she will liaise with the Drawing and Disbursing Officers/PAOs where necessary to ensure that payments of dues under Group Insurance Scheme, Provident Fund, Pension DCRG etc. be made quickly by various authorities.
3. He/she should render assistance to the families to get various applications forms filled in by then for these purposes including the forms prescribed for assistance from the compassionate fund of Government of India.
4. He/she should also assist the families of Govt. servants who die in harness for appointment of dependent family members where they are eligible and deserving.

5. He/she will also assist the Director (Admn.)/ Sr. Audit Officer (Admn.) in discharging the duties listed in the **Annexure**.
6. He /She will also complete the official work (Desk Job) in addition which is already assigned to him/her.

Grant of Deputation (Duty) Allowance

The person on this appointment as Welfare Assistant will be Eligible to draw grade pay plus deputation (Duty allowance) or the scale of the post in terms of HQrs. Office circular letter No. 1283-NGE(APPT)50-98 dated 3.12.98 & Ministry of Personnel Public Grievances & Pension DOPT O.M. No 2/8/97 Esstt. (Pay-II) dated 11/3/98 as amended appointment.

Eligible candidates who are willing to be considered for appointment as Welfare Assistant may submit their willingness duly recommended by Sr. Audit Officer Admn. Section by **20.09.2024** positively. **Application received thereafter, will not be entertained.**

Vivek
02.09.24

(विवेक कुमार भास्कर)

निदेशक (प्रशासन)

संख्या: 556/पी.डी.सी.ए./एम.ए.बी.-IV/प्रशासन/ ²⁸²⁰ ₂₈₂₆

दिनांक: 03/09/2024

प्रति सूचना एवं आवश्यक कार्यवाही हेतु निम्न को प्रेषित है :-

1. Director, O/o the DGA (AFWR) at Mumbai
2. Director, O/o the DGA (AFWR) at Chennai
3. Director, O/o the DGA (AFWR) at Kolkata
4. Dy. Director, O/o the DGA (AFWR) at Chandigarh
5. Notice Board
6. CAG-ALL-OFFICES@ismgr.nic.in
7. Website Administrator (for uploading the Notification on the official website)

व. लेखा
29

व. लेखा परीक्षा अधिकारी (प्रशासन)



To

All offices of IA&AD
(As per mailing list)

To be placed on Notice Board
and Website.

Subject: Extension of last date for submission of applications from serving eligible SAOs/AAOs and retired eligible SAOs (consultant) for the post of General Core Faculty (Civil-one) in RCB&KC, New Delhi.

Sir/Madam,

Please find enclosed this office's Notification No. RCB&KC/Faculty Deputation/39/2023-24/Vol-VI/116 dated 07.06.2024, calling for application from serving/retired eligible Senior Audit Officers(SAOs)/serving Assistant Audit Officer (AAOs) for the post of General Core Faculty (Civil-one), with the last date of submission of application being 25.07.2024.

2. In this regard, RCB&KC New Delhi once again extends the last date of submission of application and invites applications from serving eligible Senior Audit Officers (SAOs)/Assistant Audit Officers (AAOs) and retired eligible SAOs as a consultant for filling up the post of General Core Faculty (Civil-one). The revised last date for submission of application is 15.10.2024. The terms and conditions for retired officers and SAO/AAO are as per Annexure-I and Annexure –II respectively.

3. This issues with the approval of Director General of Audit (Central Receipt), New Delhi.

Yours faithfully,

Director (RCB&KC)

Annexure-I

Terms and Conditions for hiring of retired Sr. Audit Officers on short term contract basis.

Applications are invited from retired Sr. Audit Officer on short term contract basis in accordance with terms and conditions prescribed by Headquarters Office Circular No.30 issued under No. 1346-Staff (APP I)122-2016 dated 26.9.2023.

2. The eligibility conditions and job requirements for the post of General Core Faculty:-
 - Retired Sr. Audit Officer.
 - Experience in teaching various audit related topics with specialization in knowledge Centre topic i.e. “Public Debt” and “Finance and Appropriation Accounts”.
 - Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and case studies with regard to Knowledge Centre-Public Debt.
 - Working proficiency in computer is desirable.
 - Experience as faculty in IA&AD training Institutes/other training institutes would be given preference.
 - The officer would be required to handle other areas besides faculty hence experience in administration, establishment would be an added advantage.
3. The following broad terms and conditions will be applicable to the contractual Officers:
 - Age should not be beyond 65 years.
 - Retired officers would be initially hired for a period of one year which would be extended up to a maximum of five terms by the competent authority subject to performance and requirement of service.
 - Remuneration and allowances for employment of retired officers as consultant will be governed by OM No.3-25/2020-E.III A dated 09-12-2020, issued by the Department of Expenditure, Ministry of Finance, Government of India. New Delhi and other instructions of Government of India.
4. The eligible retired officers may please forward their application along with the following documents latest by 15/10/2024 to Director, Regional Capacity Building & Knowledge Centre, New Delhi either by post or through email at rtinewdelhi@cag.gov.in.
 - Biodata of applicant in prescribed format
 - Copies of APARs for the last five years.
5. Selection of suitable candidate will be made by following appropriate selection procedure about which the applicant will be notified.

Bio data of applicant (For retired SAOs)Latest Passport
Size Photo

1.	Name in full(Shri/Smt/Ms)	
2.	Permanent Address	
3.	Present Address	
4.	Date of Birth	
5.	Qualifications i) Educational ii) Professional	
6.	Office to which the applicant belongs i) Parent Office ii) Present Office	
7.	Whether belongs to SC/ST/Neither	
8.	Date of entry into Government Service	
9.	Date of entry into IA&AD	
10.	Date & Year of passing SAS Examination (Please mention Civil Audit/Commercial/P&T/Railway/Defense Audit)	
11.	Date of promotion as AAO/SAO	
12.	Details of other exams passed (RAE/CPD-I,CPD-II/CPD-III/Others)	
13.	Proficiency in Knowledge Centre topic and computers, Details may be given	
14.	Date of Retirement	
15.	Office from where retired	
16.	Post held at the time of retirement	
17.	Last Pay Drawn (Copy of PPO to be enclosed)	
18.	Work experience (A separate sheet may be attached showing the experience in relevant field)	
19.	Mobile Number and officials email ID	
20.	Any other relevant details	

Date:

(Signature of Applicant)

Place:

Annexure-II

Eligibility Criteria

1. Holding analogous post of (i) Sr. Audit Officer; or (ii) Assistant Audit Officers with five years' of regular service.
2. The applicants below 56 years of age as on 30/09/2024 would be considered.
3. Experience in teaching various audit related topics with specialisation in knowledge Centre topic i.e. "Public Debt" and "Finance and Appropriation Accounts".
4. Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and case studies with regard to Knowledge Center-Public Debt.
5. Working proficiency in computer is desirable.
6. Experience as faculty in IA&AD training institutes / other training institute would be given preference.
7. The officer would be required to handle other areas besides faculty hence experience in administration, establishment would be an added advantage.

Terms of deputation & Selection process

1. The deputation term shall initially be for a period of three (3) years and may be extended by 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.
2. Training allowance would be admissible as per instructions prevailing from time to time.
3. Selection of a suitable officer will be made by adopting the appropriate selection procedure based on the requirement of knowledge and skills involved in the job. The selection of the applicant will be notified.
4. All officers who are willing should apply through their respective Parent Offices. In accordance with Headquarters' Office instructions, the Parent Offices are requested to forward the applications of all willing and eligible officers along with the following documents latest by 15/10/2024 to the Director, Regional Capacity Building and Knowledge Centre, Delhi.
 - Bio-data of applicant in prescribed format (Annexure-II)
 - Vigilance clearance certificate
 - Attested copies of APARs dossier for the last five years
5. 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 Headquarters office in the said circular are as below:-