

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. Semi-Conductor Laboratory, SAS Nagar, Punjab – 08.10.2025
2. RCB&KI, Jammu – 25.09.2025
3. O/o PAG (A&E), Chhattisgarh, Raipur – 06.10.2025
4. O/o AG (A&E), Punjab & U.T., Chandigarh – 06.10.2025



सेमी-कंडक्टर लेबोरेटरी/Semi-Conductor Laboratory
इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय /Ministry of Electronics and Information Technology,
भारत सरकार /Govt. of India
सेक्टर-72 सा.अ.सिं नगर, पंजाब /Sector-72, SAS Nagar, Punjab,160071
दूरभाष/Ph.91-172-2296104/01.

रिक्त पद परिपत्र / VACANCY CIRCULAR

सेमी-कंडक्टर लेबोरेटरी (एससीएल) इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार के अधीन स्वायत्तशासी संस्था के तौर पर माइक्रोइलेक्ट्रॉनिक्स के अनुसंधान और विकास के क्षेत्र में कार्यरत है। एकीकृत सुविधाएँ/सहायक आधारीक संरचना सभी एससीएल में ही उपलब्ध हैं और अभिकल्पना, विकास, संविर्चना, संयोजन एवं पैकिंग, विभिन्न अनुप्रयोगों के लिए सीमांस एवं मैम्स युक्तियों का परीक्षण एवं गुणवत्ता आश्वासन इसके कार्यकलापों के केंद्र बिंदु है। एससीएल का मुख्य उद्देश्य सेमी-कंडक्टर प्रौद्योगिकी के क्षेत्र में एवं सेमी-कंडक्टर प्रक्रिया से संबंधित प्रौद्योगिकी को प्रोन्नत, मार्गदर्शन एवं विकास तथा अनुसंधान के कार्यों में सहायता प्रदान करना है। एससीएल का वैज्ञानिक एवं तकनीकी स्टाफ देश की विभिन्न आवश्यकताओं को पूरा करने एवं विभिन्न परियोजनाओं के अनुसंधान एवं विकास के कार्यों में निरंतर कार्यरत है।

Semi-Conductor Laboratory (SCL) is an Autonomous Body under the Ministry of Electronics and Information Technology, Government of India, engaged in Research & Development in the area of Microelectronics. SCL has integrated facilities/supporting infrastructure all under one roof and undertakes activities focused on Design, Development, Fabrication, Assembly & Packaging, Testing and Quality Assurance of CMOS and for various applications. The main objective in SCL is to aid, promote, guide and coordinate R&D in the field of Semi-Conductor technology and process technologies relating to Semi-Conductor processing. Scientific and Technical Staff of SCL is constantly working towards fulfilling the various needs of the country and involve in various research and development projects.

केंद्रीय सरकार/ राज्य सरकार/ केंद्रशासी प्रदेश / सार्वजनिक क्षेत्र के उपक्रम/ स्वायत्तशासी संस्था के अधीन योग्य उम्मीदवारों से प्रतिनियुक्ति/ विभागेतर सेवा के आधार पर रिक्तियाँ भरने हेतु निम्नलिखित पदों के लिए आवेदन आमंत्रित किए जाते हैं। Applications are invited for the following post's for filling up the vacancy on Deputation basis/Foreign service basis from the eligible candidates under Central Government/State Governments/Union Territories/Public Sector Undertakings/ Autonomous Bodies:

पद का नाम, वेतन बैंड एवं वेतन मैट्रिक्स में स्तर /Name of the Post, Pay Band & Level in the Pay Matrix	पद कोड /Post Code	रिक्तियों की संख्या /No. of vacancies	योग्यता एवं कार्य का विवरण / Eligibility & Job Description
प्रमुख, क्रय एवं भंडार, सातवें केंद्रीय वेतन आयोग (₹78800-209200) के वेतन मैट्रिक्स में स्तर-12 / Head, Purchase & Stores, Level 12 in the Pay Matrix, 7th CPC (Rs.78800-209200)	एससीएल/ SCL: 001	01	<p>योग्यता/Eligibility:- केंद्रीय सरकार/ राज्य सरकार/केंद्रशासी प्रदेश/ सार्वजनिक क्षेत्र के उपक्रम (पीएसयू) /स्वायत्तशासी संस्था के अधिकारी: Officers of the Central govt./State govt./Union Territories/ Public Sector Undertakings/ Autonomous Bodies: अ. नियमित आधार पर अनुरूप पद धारण करता हो। a. Holding analogous post on regular basis.</p> <p>अथवा/OR आ. वेतन मैट्रिक्स (₹67700-208700) के स्तर -11 में नियमित आधार पर पांच (5) वर्ष सेवा की हो। b. Having five (5) years of regular service in Level - 11 of the Pay Matrix (Rs.67700-208700) .</p> <p>आवश्यक शैक्षणिक योग्यता / Essential Educational Qualifications:- अ. किसी मान्यता प्राप्त विश्वविद्यालय से किसी भी संकाय में स्नातक की डिग्री के बाद 20 वर्षों का अनुभव। a. Bachelor's Degree in any discipline from a recognized University with 20 years post qualification experience.</p> <p>अथवा/OR आ. किसी मान्यता प्राप्त विश्वविद्यालय से किसी भी संकाय में स्नातकोत्तर की डिग्री के बाद 15 वर्षों का अनुभव। b. Post Graduate in any discipline from a recognized University with 15 years post qualification experience.</p> <p>अथवा/OR इ. किसी मान्यता प्राप्त संस्थान/विश्वविद्यालय से सामग्री प्रबंधन में एमबीए या समकक्ष डिग्री के बाद 10 वर्षों का अनुभव। c. MBA or equivalent degree in Materials Management from a recognized Institution/ University with 10 years post qualification experience.</p> <p>शैक्षणिक योग्यता के बाद अनुभव / Post Qualification Experience:- क्रय एवं भंडार के क्षेत्र में प्रबंधकीय अनुभव। उम्मीदवार को भारत सरकार के दिशानिर्देशों के अनुसार प्रक्रियाओं, नियमों और विनियमों के बारे में जानकारी होनी चाहिए। Managerial experience in the field of Purchase and Stores. He/She should be aware of procedures, rules and regulations as per Govt. of India guidelines.</p> <p>कार्य का विवरण/Job Description:- एससीएल में क्रय एवं भंडार प्रभाग संबंधी पूर्ण कार्य प्रभारी। Over all In-Charge of Purchase and Stores Division on SCL.</p> <p>अनुभव/Experience:- केंद्रीय सरकार/ राज्य सरकार/केंद्रशासी प्रदेश/ सार्वजनिक क्षेत्र के उपक्रम (पीएसयू) /स्वायत्तशासी संस्थाओं में क्रय एवं भंडार से संबंधित</p>

			<p>सभी मामलों में कार्य करने का अनुभव। (माल प्रबंधन, सामग्री प्रबंधन, अधिप्राप्ति और माल भेजने के प्रबंधन में विशेषज्ञता। भारत सरकार के दिशानिर्देशों के अनुसार नियमों/विनियमों की संपूर्ण जानकारी)</p> <p>Experience in dealing with all matters related to Purchase & Stores in Central Government/ State Government/ UT/ PSU/ Autonomous Bodies. (Expertise in inventory management, material management, procurement and goods dispatching management. Thorough Knowledge of Rules/ Regulations as per Government of India Guidelines).</p>
<p>वरिष्ठ क्रय एवं भंडार अधिकारी, सातवें केंद्रीय वेतन आयोग (₹67700-208700/-) के वेतन मैट्रिक्स में स्तर-11 Senior Purchase & Stores Officer, Level 11 in the Pay Matrix, 7th CPC (Rs.67700-208700)</p>	<p>एससीएल/ SCL: 002</p>	<p>01</p>	<p>योग्यता /Eligibility: केंद्रीय सरकार/ राज्य सरकार/केंद्रशासी प्रदेश/ सार्वजनिक क्षेत्र के उपक्रम (पीएसयू)/स्वायत्तशासी संस्था के अधिकारी: Officers of Central Government/State Governments/Union Territories/Public Sector Undertakings/Autonomous Bodies.</p> <p>(अ) मूल संवर्ग या विभाग में नियमित आधार पर वेतन मैट्रिक्स के लेवल-11 में अनुरूप पद या समकक्ष पद धारण करता हो।</p> <p>(a) Holding analogous post in Level-11 of the Pay Matrix or equivalent on regular basis in the parent cadre or Department.</p> <p>अथवा/OR</p> <p>(आ) मूल कैडर या विभाग में वेतन मैट्रिक्स के लेवल -10 या समकक्ष में नियमित आधार पर पांच (5) वर्ष की सेवा की हो।</p> <p>(b) Having five (5) years of service on regular basis in Level-10 of the Pay Matrix or equivalent in the parent cadre or Department.</p> <p>शैक्षणिक योग्यता /Educational Qualification: किसी भी मान्यता प्राप्त विश्वविद्यालय से स्नातक। Graduation from a recognised University.</p> <p>कार्य का विवरण/Job Description: माल प्रबंधन, सामग्री प्रबंधन, खरीद और माल प्रेषण प्रबंधन, माल प्रबंधन प्रणाली को संभालना, सभी प्रकार की खरीद गतिविधि, अनुबंध प्रबंधन, स्टॉक का भौतिक सत्यापन, वस्तुओं का निपटान, विक्रेता प्रबंधन, सामग्री प्रबंधन और अन्य खरीद और स्टोर गतिविधियों का पर्यवेक्षण। Supervision of inventory management, material management, procurement and goods dispatching management, handling of inventory system, all procurement activity, contract management, physical verification of stocks, disposal of items, vendor management, material management and other Purchase & Stores activities.</p>

नोट /Note:

1. सभी पदों के लिए कंप्यूटर साक्षरता वांछनीय है।/Computer literacy is desirable for the above posts.
2. एससीएल लैंगिक समानता में विश्वास करता है, इसलिए महिला उम्मीदवारों को आवेदन करने के लिए प्रोत्साहित किया जाता है।

<https://www.scl.gov.in>

SCL believe in gender equality, therefore, women candidates are encouraged to apply.

3. एससीएल में कार्यरत को, स्वयं और आश्रितों के लिए चिकित्सा सुविधाएं (सीएचएसएस), सब्सिडी वाली कैंटीन सुविधा, एचआरए के बदले सीमित आवासीय सुविधा, अवकाश यात्रा रियायत, सरकारी मानदंडों के अनुसार घर के निर्माण के लिए अग्रिम आदि जैसी सुविधाएं उपलब्ध हैं।

On employment in SCL, facilities such as medical facilities (SCHS) for self and dependents, subsidized canteen facility, limited housing facility in lieu of HRA, Leave Travel Concession, advance for construction of house etc as per Government norms are available.

आयु सीमा/Age limit:

प्रतिनियुक्ति/ विभागेतर सेवा हेतु अधिकतम आयु सीमा आवेदन की प्राप्ति की अंतिम तारीख तक 56 वर्ष से अधिक नहीं होनी चाहिए।

Maximum age limit for deputation/Foreign Service should not exceed 56 years as on the last date of receipt of applications.

प्रतिनियुक्ति का कार्यकाल /Tenure of Deputation:

प्रतिनियुक्ति/ विभागेतर सेवा की अवधि, केंद्र सरकार के उसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य पूर्व-कैडर पद पर प्रतिनियुक्ति/ विभागेतर सेवा की अवधि सहित, सामान्यतः 3 वर्ष से अधिक नहीं होगी, जिसे भारत सरकार के दिशा निर्देशों के अनुसार बढ़ाया जा सकता है। प्रतिनियुक्ति /विभागेतर सेवा के अन्य नियम एवं शर्तें समय-समय पर जारी भारत सरकार के दिशानिर्देशों के अनुसार होंगी।

The period of Deputation/Foreign Service including the period of Deputation/ Foreign Service in another ex-cadre post held immediately preceding this appointment in the same or some other Organization /department of the Central Government shall ordinarily not exceed 3 years which may be extended as per the Government of India Guidelines. Other terms and conditions of Deputation/Foreign service will be as per Government of India guidelines issued from time to time.

आवेदन कैसे करें /How to apply:

जिन अधिकारियों को चयन के पश्चात् तत्काल कार्यमुक्त किया जा सकता है, जो पात्रता मानदंड को पूरा करते हैं, केवल वही अधिकारी अपना आवेदन निर्धारित प्रारूप (अनुलग्नक -I) में भरकर उचित माध्यम से नियोक्ता/कार्यालय प्रमुख/अग्रेषण प्राधिकारी द्वारा भरे गए प्रमाण पत्र (अनुलग्नक-II) के साथ आवेदन करें। नियोक्ता द्वारा पिछले पांच वर्षों के एसीआर/एपीएआर की सत्यापित प्रतियों, सत्यनिष्ठा प्रमाणपत्र और सतर्कता प्रमाणपत्र के साथ विधिवत भरा हुआ आवेदन अग्रेषित किया जाए। सभी प्रकार से पूर्ण आवेदन 20.10.2025 तक या पहले निम्नलिखित पते पर पहुंच जाने चाहिए। सभी मंत्रालयों/विभागों/संवर्ग प्राधिकरणों से अनुरोध है कि इच्छुक और पात्र अधिकारियों के आवेदन निर्धारित प्रपत्र में प्रमुख कार्मिक एवं सामान्य प्रशासन, सेमी-कंडक्टर लबोरेटरी, सैक्टर-72, एसएस नगर (मोहाली), पंजाब-160071 को अग्रेषित करें। ऊपर बताए गए आवश्यक प्रमाणपत्रों/दस्तावेजों के बिना और अंतिम तिथि के बाद प्राप्त आवेदनों पर विचार नहीं किया जाएगा।

Only those officials whose service could be spared immediately on their selection, fulfilling the eligibility criteria, may submit their application in the prescribed format (Annexure-I) through proper channel filled along with Certificate to be furnished by the Employer/Head of Office/Forwarding Authority (Annexure-II). Duly filled and completed applications forwarded by the employer along with attested copies of ACRs/APARs for the last five years, Integrity Certificate and Vigilance certificate, should reach the following address on or before 20.10.2025. All Ministries/ Departments/ Cadre Authorities are requested to forward the applications of willing and eligible Officers in the prescribed Pro-forma to Head, P&GA, Semi-Conductor Laboratory, Ministry of Electronics & Information Technology, Govt. of India, Sector-72, SAS Nagar (Mohali), Punjab - 160071. Applications not accompanied with the required certificates /documents stated above and applications received after the closing date will not be considered.

सेमी-कंडक्टर लेबोरेटरी / Semi conductor Laboratory
सा.अ.सि. नगर (मोहाली) / S.A.S. Nagar (Mohali)



एक विधिवत स्वप्रमाणित
पासपोर्ट आकार का नवीनतम
फोटो, चिपकाएँ
Paste one passport si
recent photograph, du
self- attested

अनुलग्नक/Annexure -I

आवेदन प्रपत्र/Application Form

1. पद का नाम / Name of the Post: _____
2. आवेदक का नाम / Name of the Applicant (मोटे और स्पष्ट अक्षरों में/In Block Letters): _____
3. पिता/पति का नाम / Father's/Husband's Name: _____
4. जन्मतिथि / Date of birth: _____
5. लिंग / Sex: पुरुष/Male /
महिला/Female: _____
6. दूरभाष संख्या एवं ई-मेल सहित वर्तमान पता / Present Address with Telephone Number & E-mail: _____

7. स्थाई पता / Permanent Address: _____

8. मंत्रालय/विभाग/कार्यालय/स्वायत्तशासी संस्था/सरकारी उपक्रम आदि जहां अपनी सेवाएं दे रहे हो
Ministry/Department/Office/Autonomous Org./Govt. Undertaking etc.
where Serving

9. शैक्षणिक योग्यताएँ/ Educational Qualifications : _____

10. व्यावसायिक/अतिरिक्त योग्यता, यदि कोई हो तो / Professional/Additional Qualifications, If any: _____

11. क्या अनु.जा./अनु.ज.जा./अ.पि.व. से संबंधित है/ Whether belongs to SC/ST/OBC : _____

12. निम्नलिखित प्रारूप में पूर्ण विवरण सहित अनुभव (गत दस वर्षों का विवरण) / Experience (Details of last ten years) with full details in the following format:

कार्यालय/संगठन जिनमें कार्यरत है (प्रतिनियुक्ति/नियमित) Office/Organizations in which employed (Deputation/Regular)	मंत्रालय/विभाग Ministry/Department	धारण किया गया पद Post held	दिनांक सहित सेवा की अवधि Period of service with dates	वेतनमान और ग्रेड पे के साथ 7वें सीपीसी/वेतन बैंड के अनुसार वेतन स्तर Scale of Pay & Pay Level as per 7 th CPC /Pay band with Grade Pay	कार्य का प्रकार (विस्तार से) Nature of Duties (In detail)

13. वर्तमान रोजगार का प्रकार / Nature of present employment,

14. कोई अन्य जानकारी / Any other Information:

मैं प्रमाणित करता/करती हूँ कि आवेदन प्रपत्र में दिए गए तथ्य सत्य एवं सही हैं।

I certify that the facts given in the application form are true and correct.

आवेदक के हस्ताक्षर/Signature of the Applicant

स्थान/Place: _____

तिथि/Date: _____

नियोक्ता/कार्यालय प्रमुख/अग्रेषण प्राधिकारी द्वारा प्रस्तुत किया जाने वाला प्रमाणपत्र (आधिकारिक लेटर हेड पर जारी किया जाए।)

Certificate to be furnished by the Employer/ Head of Office/ Forwarding Authority (to be issued on Official letter head)

प्रमाणित किया जाता है कि द्वारा भरा गया ब्यौरा सही है और वह परिपत्र में दर्शाई गई शैक्षणिक योग्यता एवं अनुभव रखता/रखती है।

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

यह भी प्रमाणित किया जाता है कि / Also certified that:

- (i) उनके खिलाफ कोई सतर्कता मामला लंबित/विचाराधीन नहीं है।
There is no vigilance case pending/contemplated against him/her.
- (ii) पिछले पांच वर्षों में उनकी पूरी एसीआर डोजियर/एसीआर भारत सरकार के अवर सचिव या समकक्ष स्तर के अधिकारी द्वारा (प्रत्येक पृष्ठ पर) विधिवत् सत्यापित कर; संलग्न की गई है।
His/Her complete ACR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent; to the Government of India are enclosed.
- (iii) उसकी सत्यनिष्ठा संदेह से परे है।
His/Her integrity is beyond doubt.
- (iv) पिछले 10 वर्षों के दौरान उन पर कोई बड़ा/छोटा दंड नहीं लगाया गया है/ पिछले 10 वर्षों के दौरान उस पर लगाए गए बड़े/छोटे दंडों की सूची संलग्न है।
No major/minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.
(जो लागू न हो उसे काट दें / Strike out whichever is not applicable)

कार्यालय प्रमुख के हस्ताक्षर/Signature of Head of Office _____

नाम तथा पदनाम/ Name and Designation _____

मुहर/Seal

तिथि/Dated:

स्थान/Place:

No: RCB & KI/J/A/Dep/2025-26/308

Dated:15.09.2025

सेवा में / To

आईए एवं एडी के सभी विभागाध्यक्ष (मेलिंग सूची के अनुसार)।

All Heads of Departments of IA&AD (as per mailing list).

विषय: आरसीबी एवं केआई, जम्मू में प्रतिनियुक्ति के आधार पर रिक्त पदों को भरना।
Subject: Filling up vacant posts on deputation basis in RCB&KI, Jammu.

Sir/Madam,

The Regional Capacity Building & Knowledge Institute, Jammu invites applications from eligible candidates for the posts mentioned in **Annexure – I** on deputation basis.

1. Submission of Applications:

Applications should be forwarded to this Institute on or before **29.09.2025** along with:

- Biodata (**Annexure – II**).
- Certified copies of APARs for the last five years, duly attested on each page (**Annexure – III**).
- Vigilance clearance Certificate, certifying that no disciplinary/court/vigilance case is either pending or contemplated against the applicant.

The required documents of the eligible candidates may be scanned and sent through email (rtijammu@cag.gov.in) by the respective parent offices to avoid postal delay.

2. Term & Remuneration:

- The SAO (Core Faculty – IT) will be entitled to training allowance and officers / officials selected for other posts will be entitled to deputation allowance as per instructions prevailing from time to time.
- The deputation term shall be initially for a period of three years and further extension on yearly basis subject to sanction of continuity of above stated posts by Headquarters Office.
- The selection of suitable officers/officials shall be made through the appropriate selection procedure for knowledge and skill-based jobs, and the selection of the applicants shall be notified.
- RCB&KIs reserves the right to repatriate a deputationist at any time, if his/her

performance is found unsatisfactory.

3. Eligibility and age limit

- a) The maximum age limit for deputation should not exceed 56 years as on the closing date of application.
- b) The officers / officials working on deputation shall not have the right for absorption in any post in RCB&KI, Jammu.
- c) The applications of the officers / officials working in the office on deputation basis on normal terms and conditions shall be forwarded through their respective Parent Office(s).

4. Compliance with Headquarters Circular

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:

- a) 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.
- b) Field offices shall forward all applications received from their officers/staff against the positions advertised by RCB&KIs/RCB&KCs to the concerned Institute/Centre concerned, without withholding any application.
- c) On completion of the selection process, the field offices shall obligatorily relieve the selected officer(s) for administrative assignments at RCB&KIs/RCB&KCs at the earliest.

5. Restriction on Repatriations

Clause 5 (b) regarding instructions to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/RCB&KCs will not apply in case of applicants who have been reverted / repatriated in the last six (06) months from RCB&KIs/RCB&KCs to their parent offices as per Headquarters circular No.398/Trg.Div/42A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.

यह महानिदेशक, आरसीबी एवं केआई, जम्मू के अनुमोदन से जारी किया जा रहा है।

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

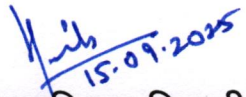
Encl: As stated above.

Yours Sincerely,

वरिष्ठ प्रशासनिक अधिकारी (प्रशासन)
Senior Administrative Officer (Admn.)

ANNEXURE – I

S. No.	Name of the post	Sr. Administrative Officer (Core Faculty - IT)
I	i. Number of Posts	01 (One) – With effect from 01.11.2025
	ii. Purpose	To handle work related to Core Faculty - IT and any other work assigned by DG, RCB&KI, Jammu.
	iii. Requirements	a) Holding analogous posts on regular basis in the parent cadre. b) Possessing in-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, Microsoft Office, Website applications etc.) and the aptitude to deliver lectures. c) Experience in IT Audit and knowledge in working with Data Analytics software such as Tableau, Knime, Qlik view is desirable. d) Possessing ability in the maintenance of IT Systems, Website and familiarity with e-office. e) Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and case studies for IT courses.
II	Name of the post	Sr. Administrative Officer (Training)
	i. Number of Posts	01 (One)
	ii. Purpose	To handle Trainings related work and any other work assigned by DG, RCB&KI, Jammu.
	iii. Requirements	a) Holding analogous posts on regular basis in the parent cadre. b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. c) Possessing knowledge of: i. Preparation of course, schedule, coordinating & conducting courses, preparation of course material, handouts, audio-visual aids. ii. Preparation of Structured Training Modules (STMs) and Case Studies on allotted subjects/courses. iii. Correspondence work relating to Administrative Sanction of Director General regarding payment of Honorarium to Resource Persons/Guest Faculties in respect of courses coordinated. iv. Correspondence/consolidation work relating to submission of Performance Monitoring Framework (PMF) on RCB&KI, Jammu to CAG's office. v. Handling sessions in General Courses as per approved course schedules. vi. Developing courseware on the allotted Knowledge Centre Topics. vii. Supervision of all monthly/quarterly returns/correspondence with Headquarters office. d) Good interpersonal and communication skills for administrative correspondence.


वरिष्ठ प्रशासनिक अधिकारी
Senior Administrative Officer

ANNEXURE - II

APPLICATION FOR THE POST OF SENIOR ADMINISTRATIVE OFFICER (IT)
AND SENIOR ADMINISTRATIVE OFFICER (TRAINING)

1.	Name in full (Shri./Smt./Ms./Kum.)	
2.	Present Post held	
3.	Date of entry into Government Service	
4.	Date of entry into IA&AD	
5.	Office to which the applicant belongs: i. Parent Office ii. Present Office	
6.	Date of Birth	
7.	Qualifications: i. Educational ii. Professional	
8.	Present Address	
9.	Permanent Address	
10.	Date of Joining/ Promotion to the current cadre	
11.	Present Pay and Pay Level	
12.	Whether belonging to SC/ST	
13.	Experience Profile*	
14.	Proficiency in computer, details may be given*	
15.	Mobile Number & official email ID	
16.	Any other relevant details	

तारीख/Date: _____

स्थान/Place: _____

(आवेदक के हस्ताक्षर/Signature of Applicant)

यह प्रमाणित किया जाता है कि उपरोक्त दिए गए विवरण कार्यालय रिकॉर्ड के अनुसार सही हैं।

It is certified that the above particulars furnished are correct as per office records.

विभागाध्यक्ष के हस्ताक्षर (मोहर के साथ)
Signature of the Head of the Department (with stamp)

ANNEXURE III

ABSTRACTS OF APARs/ACRs FOR THE LAST FIVE YEARS

(Year-wise APAR grading for the FIVE* years to be given in respect of each official)

S. No.	Name & Designation	2024-25 ¹	2023-24	2022-23	2021-22	2020-21	2019-20
1							
2							
3							
4							
5							

* *If any of the APARs of the recommended Officer are not available for any of the above period, the grading for the previous period may be given in the above Annexure.*

** *Indicate numerical grading's only.*

It is certified that:

- I have verified the grading from the original APARs and found it to be correct.
- No vigilance or disciplinary case is either pending or contemplated against the above Officer/Officials. No major/minor penalty has been imposed on the above Officers/Officials in the past.

Sr. DAG/ DAG/ DD/ Director (Admn)

O/o-----

Place: _____

Date: _____

¹ *If APAR for 2024-25 is available, the same may be provided and 2019-20 may be ignored.*

No. RCB&KI/J/A/2025-26/300

Dated: 15.09.2025

To

**All the Heads of Departments in IA & AD
(Except overseas Audit Offices)**

Subject: Hiring of three retired Sr. Auditors on Short Term Contract basis - reg.

Applications in the prescribed format are invited from retired / retiring Senior Auditors of IA&AD offices for hiring their services on short term contract basis in the office of the Regional Capacity Building & Knowledge Institute, Jammu with effect from 01.10.2025 or from the date of their actual engagement in accordance with the terms and conditions prescribed in the Headquarters Office Circular No: 25 issued under No: 1180-Staff (App)-1/22-2016 dated 08.07.2025. The officers/ officials retired /retiring up to 30.09.2025 can also apply.

The following terms and conditions will be applicable in this regard:

1. The retired officials can be hired on a short-term contract basis initially up to a period of one year extendable up to a maximum of five terms or up to attaining the age of 65 years, whichever is earlier.

2. Remuneration and allowances are governed by OM No: 3-25/2020-E.III dated 09-12-2020 issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi, which is as under:

a. The retired officers shall be paid a fixed monthly amount, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged for the term of the contract.

b. In case of retirees under the NPS, an amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be the fixed monthly amount as remuneration, as per Department of Expenditure, Ministry of Finance, GoI OM No. 03-25/2020-E.III(A)/Pt dated 18.10.2023.

c. Transport allowance not exceeding the rate applicable to the appointee at the time of his / her retirement shall be allowed. No annual increment / percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract.

3. Paid leave of absence shall be allowed at the rate of 1.5 days for each completed month of service. In case of absence, beyond paid leave in a month for reasons other than due to curfew,

band, strike, lock-down; remuneration shall be deducted on pro-rata basis by dividing fixed monthly remuneration by 22 and multiplying the result to the number of days of absence on working days.

4. Duties assignable and other conditions shall be as envisaged in the Headquarters Office Circular dated 08.07.2025.

5. Statutory deduction levied by the Union Government shall be made from the monthly remuneration as per applicable Rules.


6. The appointment will be purely on temporary basis and will be subject to termination at any time.

Retired /retiring Senior Auditors of the IA&AD, fulfilling the eligibility criteria and willing for above assignments may submit their biodata, work experience, APARs for last five years along with applications duly filed in all respects by post or through e-mail at rtijammu@cag.gov.in latest by **22.09.2025**.

यह महानिदेशक, आरसीबी एवं केआई, जम्मू के अनुमोदन से जारी किया जा रहा है।
This issues with the approval of Director General, RCB&KI, Jammu.

Encl: As stated above.

Yours Sincerely,



वरिष्ठ प्रशासनिक अधिकारी (प्रशासन)
Senior Administrative Officer (Admn.)

BIO-DATA

S. No.	Description	Details
1.	Name in the applicant (in Block letters)	
2.	Date of Birth	
3.	Designation (at the time of superannuation)	
4.	Applying for the post	
5.	Date of appointment	
6.	Office to which the applicant belongs	
7.	Date of repatriation to parent office, if on deputation on earlier occasion	
8.	Date of promotion to present cadre	
9.	Qualifications: i. Educational ii. Professional	
10.	Experience Profile (Attach separate sheet if space provided is not sufficient)	
11.	Pay and Pay Level (at the time of superannuation)	
12.	Whether belonging to SC/ST	
13.	Proficiency in computers (details may be given)	
14.	Mobile Number & official email ID	
15.	Any other relevant details	

तारीख/Date: _____

स्थान/Place: _____

(आवेदक के हस्ताक्षर/Signature of Applicant)

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
CHHATTISGARH
ZERO POINT, BALODA BAZAR ROAD, RAIPUR-492005

No. Admn./F-339 (II)/ Consultant/O.O.-150

Date 15.09.2025

CIRCULAR

Applications are invited from retired officials of IA&AD to work on short term contract basis in the Office of the Principal Accountant General (A&E), Chhattisgarh, Raipur for the posts mentioned below in accordance with terms and conditions prescribed by Headquarters Office Circular No.25-2025, issued vide Lr.No.1180-Staff (App.)-1/22-2016, dated 08.07.2025 :-

Sl. No.	Name of the post	Eligibility
1	Assistant Accounts Officer	Retired Assistant Accounts Officer
2	Sr. Accountant/ Accountant	Retired Supervisors, Asst. Supervisors, Sr. Accountants and Accountants

The following broad terms and conditions will be applicable to the contractual Officers/Officials:

1. Age should not be beyond 65 years.
2. Retired persons would be initially hired for a period of one year, subject to performance and requirement of service extendable up to a maximum of five terms or 65 years of age.
3. Remuneration and allowances payable 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, which is as under.
 - (a) The retired officers/officials shall be paid a fixed monthly amount, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged for the term of the contract.
 - (b) An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.
 - (c) No annual increment/percentage increase, Dearness allowance and House Rent Allowance shall be allowed during the contract.
4. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service to the retired Officer/officials hired on short term contract basis. Accumulation of leave beyond a calendar year may not be allowed. However, absence during curfew, bandh strike and lockdown should be dealt with in a similar way as in the case of serving officers/officials.

5. If retired officer/official hired on short term basis remain absent, beyond paid leave in a month for reasons other than those indicated above, his/her remuneration shall be deducted on pro-rata basis as under:

Fixed monthly remuneration X $\frac{\text{No. of days of absence on working days}}{22}$

6. Statutory deductions levied by the Union/State Government shall be made as per rules.
7. The appointment will be purely on temporary basis and is subject to termination at any time.
8. The retired Officers/officials hired on short term contract basis shall sign an agreement of confidentiality containing a clause on Ethics and integrity.
9. The officials hired on short term contract basis shall be responsible for performing the duties related to the post against which they are hired, as well as any other duties or responsibilities assigned by the Head of the Department.

Retired Officials of the IA&AD, who are fulfilling the eligibility criteria and willing for the above assignments, may submit their applications in prescribed format duly filled in all respects must reach the undersigned either by post or through email at agaechhattisgarh@cag.gov.in latest by 15.10.2025.

Encl: As above


Sd/-
Sr. Dy. Accountant General (Admin)

No. Admn./1-339 (II)/ Consultant/O.O.- 150

Date: 15.09.2025

Copy forwarded to

1. All offices under IA&AD as per the mailing list.
2. Web Administrator for uploading in official website of this office.


Sr. Accounts Officer (Admn.)

APPLICATION FOR THE POST OF -----
ON SHORT TERM CONTRACT BASIS IN THE O/O THE Pr.AG (A&E)
CHHATTISGARH

Affix recent colour
passport size
photograph

01	Name and residential address with mobile No. and email ID	
02	Date of birth	
03	Qualification a. Educational b. Professional	
04	Date of retirement	
05	Post from which retired	
06	Name of office from which retired	
07	Brief description of experience (enclose separate sheet if space provided is not enough)	
08	Whether any Major /Minor penalty imposed during service. Yes/No If yes, provide details of penalty imposed and reasons thereof.	
09	Any other information, if any, on professional experience, training, work relevant to the post	

I certify that above information given by me are true and correct to the best of my knowledge and belief.

(Note: Self-attested copies of last 05 years APARs should be attached with application. If the copies of the APARs are not attached, the application shall not be considered)

Date

Signature of the Applicant



कार्यालय महालेखाकार (लेखा व हकदारी),
पंजाब एवं यू.टी., सेक्टर 17-ई, चंडीगढ़ - 160017.
**Office of The Accountant General (A&E),
Punjab & U.T., Sector-17 E,
Chandigarh – 160017.**

Phone: 0172-2702906, 2703117, 2709576
Fax – 0172-2702286
Mail: agaepunjab@cag.gov.in



Circular

Subject: Engagement of Retired Supervisor/Asstt. Supervisor/Sr. Accountant/Accountant for the post of Accountant (Consultant) on short term contract basis.

Applications are invited for the post of Accountant (Consultant) from retired officials from the cadre of Supervisor/Asstt. Supervisor/Sr. Accountants/Accountants for engagement as Consultant on short term contract basis in the O/o the Accountant General (A&E) Punjab & U.T, Chandigarh in accordance with the Guidelines issued by the Office of the Comptroller & Auditor General of India vide Circular No. 25/2025 No. 1180-Staff (App I)/22-2016 dated 08.07.2025 and as amended from time to time.

Terms and Conditions:-

1. Initially, term of engagement will be for one year or attaining the age of 65 years, whichever is earlier, subject to administrative requirement and work performance.
2. Remuneration and allowances payable to retired officers/officials 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.
3. A fixed monthly amount shall be paid, arrived at by deducting the basic pension from the pay drawn at the time of retirement. There will be no annual increment/percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract period. Further, an appropriate and fixed amounts as Transport Allowance for the purpose of commuting between residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged for the term of the contract.
4. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service to the retired officer/official hired on short term contract basis. Accumulation of leave beyond a calendar year may not be allowed.