

क्षेत्रीय क्षमता निर्माण और ज्ञान संस्थान
लाचाटेल्ले कॉम्प्लेक्स, लैतुमखराह,
शिलांग - 793003.



REGIONAL CAPACITY BUILDING AND
KNOWLEDGE INSTITUTE
LACHATELLETE COMPLEX, LAITUMKHAH
SHILLONG - 793003.

Date: 14 MAY 2026

संख्या/No. 73-RCB&KI/SHG/Deptn./1-1/2025-26/Vol.XIII/126 Date: 14.05.2026

सेवा में/To

आईए एवं एडीके सभी विभागाध्यक्ष,
(मेलिंग सूची के अनुसार)।
All Heads of Departments of IA&AD,
(As per mailing list).

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

महोदय/ महोदया,
Sir/Madam,

The Regional Capacity Building & Knowledge Institute, Shillong, invites applications from eligible candidates to fill up the vacant Regular Temporary posts on deputation basis as enclosed in **Annexure – I**.

1. Submission of Applications

Applications should be forwarded to this office **on or before 15.06.2026**, along with:

- Bio-Data (**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, or vigilance case is pending or contemplated against the applicant.

The required documents of the eligible candidates may be scanned and sent by email by the respective parent offices to avoid postal delay.

2. Term & Remuneration

- The term of deputation shall initially be for a period of three (03) years in respect of the posts at Sl. Nos. 1 and 3 of Annexure–I, and for a period of one (01) year, in respect of the post at Sl. No. 2 of Annexure–I.
- While working at RCB&KI, Shillong, the selected official will draw his/her basic pay plus admissible Deputation allowance under extant rules and regulations.

3. Eligibility & Age Limit

- The maximum age for appointment by deputation shall not exceed 56 years as on date of application.

- b) The officials working on deputation shall not have the right for absorption in any post in the Institution.
- c) The applications of the 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' Instructions

A reference is invited to Headquarters Circular *No. 269/Trg.Div./42-A/2019 dated 18.09.2019* (attached herewith), wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs renamed as RCB&KIs/RCB&KCs were issued for strict compliance. The instructions in the said circular are reiterated 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, **without withholding any application.**
- c) On completion of selection process, the field offices shall obligatorily relieve the selected official(s) for administrative assignments at RCB&KIs/RCB&KCs at the earliest.
- d) The RCB&KI, Shillong reserve the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

Further a reference is invited to Headquarters' letter No. 60-Staff(App-I)/14-2023 dated 27.01.2025 regarding "*Revised Deputation Guidelines – Deputation to RCB&KIs/NAAA/iCISA/iCED*", which emphasizes uniformity and transparency in the deputation process and adherence to stipulated procedures while filling such posts.

5. Restriction on Reapplications

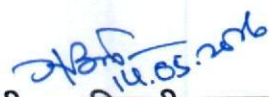
Clause 5(b) regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/RCB&KCs will not apply in case of applicants who have been reverted/ repatriated in the last six (06) months from RCB&KIs/RCB&KCs to their parent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

This Circular is also available in the office website of RCB&KI, Shillong under *Public Interface < Circulars/orders*.

This issues with the approval of Director General.

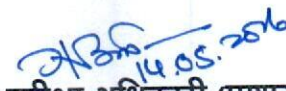
Yours faithfully,

Encl: As stated above.


वरिष्ठ लेखा परीक्षा अधिकारी (प्रशासन)
Senior Audit Officer (Admn)

ANNEXURE - I

Sl. No.	Post	No. of Posts	Purpose	Work Requirements
1.	Private Secretary	01	To provide secretarial and administrative support	<ol style="list-style-type: none">1. Holding analogous post on a regular basis in the parent cadre.2. Proficiency in MS Office; e-Office; e-HRMS/ CAG HRMS.3. Good typing and shorthand skills.4. Sound knowledge of computer applications and office procedures.
2.	Junior Translator	01	Translation of administrative and training-related work	<ol style="list-style-type: none">1. Holding analogous post on a regular basis in the parent cadre.2. Proficiency in MS Office; e-Office; e-HRMS/ CAG HRMS.3. Good typing skills in both Hindi and English.4. Ability to translate STMs, office correspondence, orders, circulars, etc. from English to Hindi and vice versa.
3.	Senior Accountant / Senior Auditor	02	To handle accounts, administrative and training support functions	<ol style="list-style-type: none">1. Holding analogous post on a regular basis in the parent cadre.2. Working knowledge of administrative functions including hostel management, maintenance, e-Tendering, and asset management (IT & non-IT).3. Experience in correspondence with Headquarters and field offices.4. Ability to assist Core Faculty (General & IT) in preparation and coordination of training programmes.5. Proficiency in MS Office; e-Office; e-HRMS/ CAG HRMS.


वरिष्ठ लेखा परीक्षा अधिकारी (प्रशासन)
Senior Audit Officer (Admn)

**APPLICATION FOR THE POST OF PRIVATE SECRETARY/ JUNIOR
TRANSLATOR/ SR. ACCOUNTANT/ SR. AUDITOR/**

1.	Name in full (Shri./Smt./Ms./Kum.)	
2.	Present Post held	
3.	Date of entry into Govt. Service	
4.	Date of entry into IA&AD	
5.	Office to which the applicant belong i. Parent Office ii. Present Office	
6.	Date of Birth	
7.	Qualifications: i. Educational ii. Professional	
8.	Permanent Address	
9.	Present 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 ¹	
14.	Proficiency in computer, details may be given ¹	
15.	Mobile Number & official email ID	
16.	Any other relevant details ¹	

तारीख/Date:

जगह/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)**

¹ Separate annexure may be attached

ABSTRACTS OF APARs/ ACRs FOR THE LAST FIVE YEARS UP TO 2024-25

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

Sl. No.	Name & Designation	2025-26	2024-25	2023-24	2022-23	2021-22
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) I have verified the grading from the original APARs and found to be correct.
- (ii) 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: