

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, Ranchi-08.07.2024
2. DGA, Kolkata-24.07.2024
3. iCED, Jaipur-15.07.2024
4. RCB&KI, Jammu-15.07.2024

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, रांची

भारतीय लेखापरीक्षा एवं लेखा विभाग

No. RTI-RAN/Admn.-24/Deptn/Non Faculty/2024-25/159

Date: 26.06.2024

To,

All Offices as per Mailing List of IA&AD.

Subject: - Deputation assignment for filling up of 1 post of Auditor/Accountant or Sr. Auditor/Accountant at RCB&KI, Ranchi.

Sir/Madam,

Applications are invited from eligible and willing officials for filling up the following post on deputation basis:

Sl No	Post	Eligibility
1.	1 Post of Auditor/Accountant or Sr. Auditor/Sr. Accountant	<ol style="list-style-type: none"> 1. Holding analogous post 2. Should possess reasonable IT skill i.e. use of MS Office and web browsing. 3. Should possess good communication skills 4. Age of applicants should not be more than 56 years

Terms & Conditions:

1. The term of deputation will be initially for three years and extendable thereafter on yearly basis subject to the continued suitability of the official and administrative convenience of this office.
2. While working at RCB&KI, the official will be entitled to deputation allowance as admissible. However, officials drawing MACP/NFU pay are not eligible for Deputation allowance.
3. Other existing terms and conditions in respect of deputation will be applicable.
4. Application from willing and eligible officials along with following documents may be forwarded to this office latest by **15.07.2024** for consideration.
 - a. Biodata (Format enclosed)
 - b. Certified copy of last five years APAR
 - c. Certified copy of last five years APAR
 - d. Vigilance Clearance Certificate
 - e. Certificate to the effect that the particulars given by the applicant are correct.
5. A reference may be invited to Headquarters circular No 269/Trg Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to the field offices on augmentation of staff (Administration and Faculty) have been issued for strict compliance. The instructions in said circular are reproduced below:
 - i. Field offices shall display the deputation notification issued by RCB&KI on the notice boards and circulated among the staff giving reasonable time to the candidates

- for responding to the notification.
- ii. Filed offices shall forward all applications received from their offices/Staff against the positions advertised by RCB&KI/RCB&KCs to the concerned Institute/Centre, without withholding any application.
 - iii. On completion of selection process, the field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignment at RCB&KI/RCB&KCs at the earliest.
 - iv. The initial deputation period is three years, ,however RCB&KI/RCB&KCs reserves the right to repatriate a deputationist at time, if his/her performance is found unsatisfactory.

Yours faithfully,


Sr. Audit Officer/Admn.

Copy to:

1. All IA&AD offices (by e-mail).
2. AAO (CF/IT) for hosting on the website.
3. SAO (Admn) information and record.
4. RCB&KI, Ranchi Notice Board.


Sr. Audit Officer/Admn.



भारतीय लेखा परीक्षा और लेखा विभाग
INDIAN AUDIT AND ACCOUNTS DEPARTMENT
महानिदेशक लेखापरीक्षा का कार्यालय
OFFICE OF THE DIRECTOR GENERAL OF AUDIT
पूर्वी रेलवे, कोलकाता
EASTERN RAILWAY, KOLKATA



No: Admn./15-51/2022 (c)/G.O./ 2586
Date: - 27. 06. 2024

To

All Heads of Offices in IA & AD,
(as per e-mail list).

Sub: - Filling up vacancies in the cadre of Assistant Audit Officer on deputation basis.

Sir/Madam,

I am directed to state that posts of Assistant Audit Officer are vacant/likely to be vacant in the Office of the Director General of Audit, Eastern Railway, Kolkata (02 posts at Headquarter/Kolkata), and various branch offices/outstations including Chittaranjan Locomotive Works, Chittaranjan (04 posts), Divisional Audit Office/ Malda (02 posts) and Divisional Audit Office/Asansol (02 posts), which are to be filled in on deputation basis on extant terms and conditions as prescribed by DoPT, GoI and as amended from time to time.

In this regard, it is requested to kindly recommend the names of eligible Assistant Audit Officers who are willing and can be spared immediately in the event of their selection for the post of Assistant Audit Officer on deputation basis.

The eligibility criteria for deputation are as under:

- i. The deputation shall initially be for a period of one year, which may be subsequently extended, subject to requirement of this office and performance of the officer.
- ii. Preference for place of posting (Kolkata, Chittaranjan, Malda and Asansol) may be exercised in the enclosed proforma at time of forwarding of application. However, deputationists who will be posted in branch offices/outstation as mentioned above may be transferred to Headquarter/Kolkata in any time due to administrative exigencies and vice-versa.
- iii. The candidate once selected for the post of Assistant Audit Officer will not be allowed to withdraw his/her candidature subsequently.

The recommendations accompanied with the following enumerated documents/certificates of interested officials who will fulfil the above criteria may kindly be sent to the Director/Administration, O/o the Director General of Audit, Eastern Railway, Kolkata latest by 31.07.2024.

- a) Duly filled up Application in prescribed format. (copy enclosed).
- b) Photocopies of complete and up-to-date ACR/APARs for the last 5 years duly attested on each page and Integrity Certificate/Vigilance Clearance Certificate and Statement of major/minor penalty during last 10 years, if any.

This issues with approval of the Principal Director of Audit, Eastern Railway, Kolkata.

Encl:- As above.

Yours faithfully,

Director/Administration

Application

1	Name of the Candidate	
2	Post held and date from which present post held	
3	Date of Birth	
4	Gender	
5	Year of SAS Examination passed	
6	Total length of service in the post of Assistant Audit Officer	
7	Date of Superannuation	
8	Educational qualifications	
9	Any other qualifications	
10	Name of the Office in which presently working	
11	Address for communication (with mobile number and e-mail id)	
12	Nature of duties performed as Assistant Audit Officer	
13	Enclose a separate sheet duly authenticated by the department for sl. No. 12.	
14	Basic Pay and Pay level in pay matrix.	
15	Preference for place of posting i. Chittaranjan ii. Malda iii. Asansol iv. Kolkata	

Date: -

Signature of the Candidate

It is certified that particulars furnished above (Sl. No 01 to 14) are correct and no vigilance/disciplinary proceedings is either pending or contemplated against the Officer and no penalty, major or minor was imposed on the officer during the last 10 years.

The integrity of the Officer is beyond doubt.

Signature of the Head of the Department
(with stamp)



भारतीय लेखापरीक्षा एवं लेखा विभाग,
कार्यालय महानिदेशक, अन्तर्राष्ट्रीय पर्यावरणीय लेखापरीक्षा एवं सतत् विकास केन्द्र
आर .टी .आई .केम्पस, ए.जी.कालोनी, बजाज नगर, जयपुर - 302015
INDIAN AUDIT AND ACCOUNTS DEPARTMENT,
OFFICE OF THE DIRECTOR GENERAL INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT &
SUSTAINABLE DEVELOPMENT



RTI Campus, A.G.Colony, Bajaj Nagar, Jaipur-302015
टेलिफोन./Tel. 0141-2772000 फैक्स./Fax, 2772011-0141- 2772030 ईमेल/Email: iced@caq.gov.in

No. DG/iCED/Admn/2024-25/F-161/ Vol.XIII/121

dated: 26.06.2024

To

All IA&AD offices (**Audit Offices only**) as per mailing list

Sub: Filling up of vacancies at iCED, Jaipur on deputation basis.

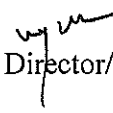
Applications from suitable officials of IA&AD are invited for available vacancies for the posts of Auditor/Sr. Auditor/Assistant Supervisor on deputation basis.

2. The essential and desirable qualification is annexed (Annexure-I). The name of willing officials satisfying the essential qualifications may please be forwarded through cadre controlling authority along with the Bio-Data ((Annexure-II) and the abstracts of APARs for the previous years (Annexure-III) to this office latest by **22nd July 2024 (Monday)**. The required documents of the eligible candidates may be scanned and sent by email by their respective cadre controlling offices to avoid postal delay.
3. The initial term of deputation will be for **three years** and may be extended thereafter, subject to his/her suitability, performance and administrative convenience. However, the Training Institute, however, reserves the right to repatriate a deputationist at any time.
4. 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 Training Institute/Centre was issued for strict compliance.
5. The institute works from Monday to Saturday (Second Saturday closed). While working at iCED, Jaipur, the selected official/officer will be entitled for Deputation Allowance as admissible under extant rules.
6. For those making their own arrangements for accommodation in Jaipur, at present iCED has a Bus service between its base office at AG Colony, Bajaj Nagar, Jaipur and iCED's campus at Kant Kalwar, Near Achrol, Jaipur.
7. Any of the terms and conditions mentioned above can be varied at the discretion of iCED, Jaipur.

This bears the approval of the Additional Deputy Comptroller and Auditor General & DG, iCED, Jaipur.

Yours faithfully,

Encl.: (Annexure-I, II & III)


Director/Admn

(Annexure-I)

Essential and desirable experience and qualification for the deputation

Post and (Pay Level)	Qualification
<p style="text-align: center;">Auditor/ Sr. Auditor/ Assistant Supervisor (Level -5/6/7)</p> <p style="text-align: center;">(SAS passed applicants who are likely to be promoted as AAOs/AAO-ad hoc in the next three years need not apply.)</p>	<p>Essential</p> <ul style="list-style-type: none">• Applicants should be holding analogous post.• Outstanding APAR for the last 3 years.• The age of the candidate should not exceed 56 years on the closing date of application for the post.• Applicant must be from 'Audit office' under IA&AD. <p><u>Desirable Qualification:</u></p> <ul style="list-style-type: none">• Administrative functions, including Notings-drafting, communication with Hqrs and other offices etc.• Experience in Auditing in Costal Regulation Zone and Coastal Ecosystem Management.• Experience in Audit of Marine i.e. Fisheries, Tourism, Mineral and Energy Resources.• Audit of Environment Impact Assessment procedures Interlinkage between SDGs and Audit of Costal & Marine Environment and preparation of audit guideline/risk assessment etc.• Engineering graduate/Post graduate/BCA/MCA etc or holding analogous certificate.• Experience in website content management/website development• Proficiency in Microsoft application (PowerPoint/Excel/Access/Word/Publisher etc.)• Experience in handling of software related to Budget Management (PFMS/iBEMS)/Training Management (SAI Training Portal)/e-Office/e-HRMS etc.

(Annexure-II)

Proforma regarding the bio-data of the applicant for the Post of

1. Name and Address (in Block Letters)	
2. Designation	
3. Date of Birth (in Christian era)	
4. Contact No & Email ID (@cag.gov.in)	
5. Qualification)	Educational
	Professional
6. Date of entry into Govt. Service	
7. Date of entry into IA&AD	
8. Present Pay & Level	
9. Whether belong to SC/ST.	Yes/No
10. Detailed experience and post held	(Attach separate sheet giving detail under this column, duly signed.)
11. Proficiency in Computer: (Details may be given)	
12. Whether applied for deputation in iCED earlier? If yes, when and for which post?	
13. Any other information	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Dated signature of the candidate)

Permanent Address:

It is certified that the information furnished by above official is correct as verified from the records of this office. No vigilance or disciplinary case is either pending or contemplated against the above officials. No major/minor penalty has been imposed on the above officials in the past.

Date:

Head of the Office/Sr. AO (Admn)

(Annexure-III)

ABSTRACTS OF APARs/ACRs

in respect of Shri/Smt./Ms. (Name of the candidate)

2022-23	2021-22	2020-21

It is certified that:

- (i) I have verified the grading from the original APARs/ACRs and found correct.

Date:

Head of the Office/Sr. AO (Admn)

**OFFICE OF THE DIRECTOR GENERAL REGIONAL TRAINING INSTITUTE,
JAMMU**

No: RCB & KI/J/A/Dep/2024-25/203
Dated:28-06-2024

To

CAG-All Offices (as per mailing list),

Subject: Deputation for the one post of AAO (eHRMS) in RCB&KI-Jammu-regarding.

Sir/Madam,

The applications are again invited from desirous candidates for deputation assignment as per instructions given below.

S. No.	Post	No of vacancies
1.	Asstt: Audit/Accounts Officer for (implementation of eHRMS)	01

Eligibility Criteria

1. Holding analogous post of A.A.O
- 2.. Knowledge relating to overall Auditing in IA &AD is necessary.
3. **The applicant should necessarily have proficiency for handling of eHRMS**
4. Proficiency in working on IT applications and computer weightage will be given to the applicant having experience related to human resources or administration/bills in the department and to those with experience of work in computerization projects.
5. Candidates with qualification in related IT subjects will also be preferred.
6. The officer shall be responsible for all the assigned work relating to the eHRMS or any other work which will be assigned by the Director General.

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 (prescribed format enclosed) and APARs for the **last five years** duly attested on each page to this Institute, so as to reach this Institute latest by **23-07-2024**. It may also 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 RCB & KIs 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 deputation allowance as per instructions prevailing from time to time upto 28-02-2025 and further extension on yearly basis subject to sanction of continuity of above stated posts by Headquarters 'Office.
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./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 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 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 RCB & KIs at the earliest.

Further, 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:

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

Yours faithfully,

Sd/-

Sr. Administrative Officer (A)