

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, Prayagraj-23.06.2025
2. Pr. AG (Audit), Bihar, Patna-23.06.2025.
3. Pr. AG (Audit), Shillong-23.06.2025.

कार्यालय
प्रधान महालेखाकार (लेखापरीक्षा)
मेघालय, शिलांग - 793001
“ऑडिट भवन”



OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL
(AUDIT)
MEGHALAYA, SHILLONG - 793001
“AUDIT BHAWAN”

पत्र. सं. / No.: Admn/Audit/40

दिनांक / Dated: 06.06.2025.....

कार्यालय आदेश/ Office Order

Applications are invited in the attached format from interested employees in Pay Matrix Level 6 for maintenance work in the Office of the Principal Accountant General (Audit) Meghalaya, Shillong.

1. Employees drawing a salary from Pay Matrix Level 1 to 6 can apply for the post of caretaker.
2. The employee selected for performing duties as Caretaker will be given 'Additional Work Allowance' at the rate of 2 percent of the basic salary.
3. The initial period of deputation will be for 1 (one) year and maybe extended thereafter subject to suitability and administrative convenience.
4. The responsibility of the caretaker shall be to assist the Estate Officer of the Office of the Principal Accountant General (Audit) Meghalaya, Shillong in safeguarding, upkeep and maintenance and day today administration of Principal Accountant General (Audit) Meghalaya, Shillong, Lyndhurst Estate, Laitumkhrah and Accounts and Audit Estate, Motinagar, Shillong.

Interested officials may submit their willingness and application to this office at the latest by 30th June 2025.

Sd/-
Sr. Deputy Accountant General (Admn)

Memo No. Admn/Audit/4-3/2025-26/ 458-59
Copy forwarded for information to:-

Date: 06.06.2025

1. All IA&AD offices as per mailing list.
2. All Notice Boards.

Establishment Officer

**BIODATA OF THE OFFICIAL WHO APPLY FOR THE POST OF CARETAKER IN
THE OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT),
MEGHALAYA, SHILLONG**

1. Name & Designation :
2. Date of Birth :
3. Date of Appointment in the IA&AD :
4. Permanent Office :
5. Date of Promotion as Auditor/Accountant :
6. Educational Qualification :
7. Date of Confirmation :
8. Experience :

Signature of the Applicant

Date:

भारतीय लेखापरीक्षा एवं लेखा विभाग

INDIAN AUDIT AND ACCOUNTANT DEPARTMENT

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा) बिहार, पटना

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT) BIHAR, PATNA

No. Admin-II(Au)/Deputation/2024-25/148 Date: 09.06.2025

To,

All Heads of Departments of IA&AD

Subject: Filling up the one post of Legal Assistant on deputation basis in Office of the Principal Accountant General (Audit) Bihar, Patna.

Sir/Madam,

Applications are invited from the eligible officers/officials (Auditor/ Sr. Auditor/ Asstt. Supervisor/Supervisor/ AAO) for filling up the post of Legal Assistant in this office on deputation basis.

(A) Criteria and eligibility for the post of Legal Assistant

Post	Feeder cadre	Criteria	Eligibility
Legal Assistant	AAO/Supervisor	AAO/Supervisor who can manage to handle legal cases.	Work experience of 03 years in legal section. Law degree is preferable qualification
Legal Assistant	Auditor/Sr. Auditor/Asstt. Supervisor	Auditor/Sr. Auditor/ Asstt. Supervisor who is suitable to handle legal cases.	Law Degree is mandatory. Work experience of 03 years in the Legal section is preferable qualification.

1. The deputation will be initially for a period of one year subject to extension on performance and the requirement of service.

2. The age of official should not exceed 56 years as on the closing date of application.

3. Application of all interested and eligible officials/officers may please be forwarded along with the following documents within 30 days of issue of this letter to the Principal Accountant General (Audit) Bihar, Patna.

- Bio-data of applicant duly filled in prescribed format and attested by Head of office.
- Photocopies of complete and up to date APARs for the last 5 years duly attested on each page and
- Integrity Certificate/Vigilance Clearance Certificate.

4. A financial incentive in the form of deputation allowance shall be allowed to incentivize the officials.

5. Deputation guidelines issued vide Hqrs. letter No. 60-Staff(App)-I/14-2023 dated 27.01.2025 shall be strictly adhered to.

(B) Job description:

1. Prepare case briefs and para-wise comments and liaise with counsel in preparing draft plaints.
2. Ascertain from concerned government counsel the details of the cases against the department listed for hearing on the following dates and attend the Court/CAT with the government counsel on the dates fixed for such hearing.
3. Monitor the progress of each case personally, record the outcome of the hearings and update the status in LIMBS portal.
4. Maintain Registers of court cases, cases allotted to empaneled counsel, fee paid to counsellors and their performance, and submit monthly/ quarterly reports regularly.
5. Procure the certified copy/obtain a copy of the judgement as soon as the judgement is pronounced and obtain the opinion of the government counsel to defend the case in writing with regard to the feasibility or otherwise of filing CWP/SLP or Review Petition and forward the same to the Headquarters office and watch acknowledgment.
6. Meet the requirement of counsel in respect of discussions and production of documents.
7. Scrutinize legal fee bills and monitor payments are made timely.
8. Assist the Sr. AOs/Group Officers in timely conduct of periodical review of empanelled advocates.

This issues with the approval of Principal Accountant General

Enclosure: Bio-Data Form



Sr. Deputy Accountant General (Admin)

BIO-DATA FOR THE POST OF LEGAL ASSISTANT

1. Name	
2. Designation	
3. Date of Birth	
4. (a) Permanent Address (b) Present Address	
5. Qualification (i) Educational (ii) Professional	
6. Name of the office to which the officer/ official belongs (i) Present office: (ii) Office in which working at present:	
7. Whether the officer/official belongs to SC/ST. If yes, please mention category	
8. Date of entry into Government Service	
9. Date of entry in IA&AD	
10. Date of promotion to the post	
11. (a) Whether probation period completed or not (b) Number of years completed in the grade	
12. Mobile number and email ID	
13. Present Pay Level and Pay	
14. Work Experience and period of handling legal cases in legal section.	
15. Details of handling legal cases	
16. Any other relevant details	
17. Proficiency in computer (Details may be given)	

Date:

Place:

(Signature of the Applicant)

It is certified that the above particulars 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)



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान
भारतीय लेखापरीक्षा एवं लेखा विभाग
20, सरोजिनी नायडू मार्ग, प्रयागराज
REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE
Indian Audit & Accounts Department
20, Sarojini Naidu Marg, Prayagraj- 211001
Phone – 2421063, 2421364, 2624467 Fax- 0532-2423485

पत्रांक: क्षे.क्ष.नि.ज्ञ.सं.(प्र.)/प्रशा./फा-374/2025-26/140

दिनांक: 06/06/2025

सेवा में

डाक सूची के अनुसार IA&AD के सभी कार्यालय,
CAG-ALL-OFFICES@ismgr.nic.in

विषय: क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, प्रयागराज में प्रतिनियुक्ति के संबंध में।

Sub: Deputation in Regional Capacity Building & Knowledge Institute, Prayagraj – reg.

महोदय/महोदया,

Sir/Madam,

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, प्रयागराज में वरिष्ठ लेखापरीक्षक/वरिष्ठ लेखाकार के पद को प्रतिनियुक्ति के आधार पर डीओपीटी, भारत सरकार द्वारा निर्धारित और समय-समय पर संशोधित नियमों और शर्तों के आधार पर भरा जाना है। पद के लिए स्वीकार्यता और पात्रता मापदंड नीचे दिए गए हैं: -

क्र. स.	पदनाम	संख्या व स्थिति	पात्रता	काम की आवश्यकता/वांछनीय योग्यता
1.	वरिष्ठ लेखापरीक्षक/ वरिष्ठ लेखाकार	01	सहायक पर्यवेक्षक/ वरिष्ठ लेखापरीक्षक/ वरिष्ठ लेखाकार, लेखापरीक्षक/लेखाकार का पद धारण करने वाले व्यक्ति पात्र है, प्रमाणिक: मुख्यालय के पत्र क्र. 1442- Staff(App I) 08-2016 दिनांक 20.12.2021	निम्नलिखित प्रशासनिक कार्यों में Sr.AO/ AAO (Admn.) की सहायता करना: 1. स्थापना से संबंधित काम जिनमें PFMS, iBEMS, Salary Bill, Honorarium, LTC, Medical Reimbursement, TDS, Income-Tax Filling, GST Return, कैश मैनेजमेंट एवं अन्य प्रशासनिक कार्य। 2. संस्थान के कैशियर का प्रभार सँभालने के साथ-साथ नगद सँभालने सम्बन्धी संमस्त कार्य।

1. उक्त पद के लिए क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, प्रयागराज में प्रतिनियुक्ति के लिए इच्छुक अभ्यर्थी के आवेदन उनके बायो-डाटा (संलग्न प्रोफॉर्म में), प्रत्येक पृष्ठ पर विधिवत सत्यापन किये गए विगत 05 वर्षों के एपीएआर (2020-21 to 2024-25) की प्रमाणित प्रतियाँ और सतर्कता मंजूरी प्रमाण पत्र के साथ 06 जुलाई -2025 या उससे पहले भेजे जा सकते हैं। यह प्रमाणित किया जाना चाहिए कि आवेदकों के खिलाफ कोई भी अनुशासनात्मक/ न्यायालय/ सतर्कता मामला लंबित अथवा अपेक्षित नहीं है। डाक में देरी से बचने के लिए योग्य उम्मीदवारों के आवश्यक दस्तावेजों को स्कैन कर संबंधित मूल कार्यालयों द्वारा ईमेल के माध्यम से भी प्रेषित किया जा सकता है।
2. क्षे.क्ष.नि.एवं.ज्ञ.सं., प्रयागराज में कार्य करते समय, चयनित कर्मचारी अपने मूल-वेतन और मौजूदा नियमों के तहत प्रतिनियुक्ति भत्ता के भुगतान के पात्र होंगे।
3. सामान्य नियम शर्तों पर प्रतिनियुक्ति के आधार पर कर्मचारियों/अधिकारियों के आवेदन उनके संबंधित मूल कार्यालय के माध्यम से अग्रेषित किए जाएंगे। प्रतिनियुक्ति के आधार पर काम करने वाले अधिकारियों/कर्मचारियों के पास संस्था में किसी भी पद में अवशोषित होने का अधिकार नहीं होगा।
4. क्षेत्र कार्यालयों को क्षे.क्ष.नि.एवं.ज्ञ.सं./ आरटीसी में कर्मचारियों (प्रशासन और संकाय) के संवर्धन के लिए विस्तृत निर्देश का सख्त अनुपालन के लिए जारी किए गए मुख्यालय के परिपत्र संख्या 269/Trg.Div/42-A/2019 दिनांक 18.09.2019 एवं परिपत्र संख्या 11/Trg. Div./42-A/2023 दिनांक 02.05.2023 का संदर्भ लिया जा सकता है। उक्त परिपत्र में दिए गए निर्देश नीचे पुनः अंकित किए गए हैं तथा त्वरित संदर्भ हेतु इस विज्ञापन के साथ संलग्न भी है।
 - (क) क्षेत्र कार्यालय सूचना पट्टों पर क्षे.क्ष.नि.एवं.ज्ञ.सं./आरटीसी द्वारा जारी प्रतिनियुक्ति अधिसूचनाओं को प्रदर्शित करेंगे और अधिसूचना का जवाब देने के लिए उचित समय देत हुए वो कर्मचारियों के बीच प्रसारित करेंगे।
 - (ख) क्षेत्र कार्यालय किसी भी आवेदन को रोके बिना क्षे.क्ष.नि.एवं.ज्ञ.सं./आरटीसी द्वारा विज्ञापित पद के लिए अपने अधिकारियों/कर्मचारियों से प्राप्त सभी आवेदनों को संबंधित संस्थान/ केंद्र को अग्रेषित करेंगे।
 - (ग) चयन प्रक्रिया के पूरा होने पर, क्षेत्र कार्यालय क्षे.क्ष.नि.एवं.ज्ञ.सं./आरटीसी में शिक्षण/ प्रशासनिक कार्यों के लिए चयनित अधिकारियों/कर्मचारियों को जल्द से जल्द मुक्त करने के लिए बाध्य रहेंगे।
 - (घ) क्षे.क्ष.नि.एवं.ज्ञ.सं./आरटीसी के लिए प्रारंभिक प्रतिनियुक्ति अवधि 03 वर्ष के लिए होगी और उसके बाद उनकी उपयुक्तता और प्रशासनिक सुविधा के अधीन वार्षिक आधार पर बढ़ाई जाएगी। क्षे.क्ष.नि.एवं.ज्ञ.सं./आरटीसी किसी भी समय पर प्रतिनियुक्ति अधिकारी/कर्मचारी को कार्य प्रदर्शन असंतोषजनक पाए जाने पर प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है।

5. भावी उम्मीदवार आवेदन करने से पहले कृपया सेवा शर्तों और कार्य आवश्यकताओं को ध्यान से देख सकते हैं। यह ध्यान दिया जा सकता है कि एक बार क्षे.क्ष.नि.एवं.ज्ञ.सं., प्रयागराज में आवेदन भेजे जाने के बाद इसे वापस नहीं लिया जा सकता है।
6. क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, प्रयागराज किसी भी समय जारी विज्ञापन को बिना किसी पूर्व सूचना के निरस्त करने का अधिकार रखता है।
7. इस अधिसूचना की तिथि तक 56 वर्ष से कम आयु के कर्मचारी ही आवेदन के पात्र होंगे।
8. आवेदन पत्र स्वीकार किए जाने कि अंतिम तिथि 06 जुलाई- 2025 होगी ।

The following post of Sr. Auditor/Sr. Accountant is vacant in Regional Capacity Building & Knowledge Institute, Prayagraj, which is to be filled-in on deputation basis on usual terms and conditions as prescribed by DoPT, GOI and as amended from time to time. The admissibility and the eligibility criteria for the post are given below:-

Sr. No.	Designation	No. of Post	Eligibility	Job requirement /Desirable qualification
1.	Sr. Auditor/ Sr. Accountant	01	Persons holding the post of Asstt. Supervisor/ Sr. Auditor/ Sr. Accountant/ Auditor/Accountant are eligible Auth: Hqrs. Circular No. 1-SS&R/2021 Dated 04.03.2021	To assist Sr. AO/AAO (Admn.) in the following administrative works:- 1. Establishment work, including PFMS, iBEMS, Salary Bill, Honorarium, LTC, Medical Reimbursement, TDS, Income-Tax Filling, GST Return, Cash Management and other administrative work. 2. To handle the charge of Cashier of the institute as well as all the works related to cash handling.

1. Applications of candidates who are willing to be considered for deputation to Regional Capacity Building & Knowledge Institute, Prayagraj for the above posts may be forwarded to this office on or before **06 July - 2025** along with their Bio-Data (Annexure enclosed), certified copies of APAR for the last 05 years (2020-21 to 2024-25) duly attested on each page and vigilance clearance certificate. It will be certified that no disciplinary/ court/ vigilance case is either pending or contemplated against the applicants. The documents of eligible candidate may be scanned and sent by email by the respective Parent offices to avoid postal delay.

2. While working at RCB&KI, Prayagraj the selected official will draw his/her basic pay plus Deputation allowance, as applicable on his/ her basic pay and as admissible under extant rules.
3. 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). The officials working on deputation basis will not have any right for absorption at any post in the institute.
4. A reference is invited to Headquarters Circular No 269/Trg. Div/42-A/2019 dated 18.09.2019 and Circular No. 11/Trg. Div./42-A/2023 dated 02.05.2023, wherein detailed instructions to field offices on augmentation of staff (administration and Faculty) in RCB&KI/RTCs were issued for strict compliance. The instructions in the said circular are re-iterated below: Copy of the same is attached herewith for ready reference
 - A. Field offices shall display the deputation notifications issued by RCB&KI/RTCs 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 position advertised by RCB&KI/RTCs to Institute/ Centre concerned without withholding any application.
 - C. On completion of selection process, the field offices shall obligatory relieve the selected officials for teaching/administrative assignments at the RCB&KI/RTCs at the earliest.
 - D. The initial deputation period to RCB&KI/RTCs will be for **03 years** and will be extendable subject to his/her continued suitability and administrative convenience on yearly basis thereafter. The RCB&KI/RTC however, reserves the right to repatriate to deputationist at any time if his/ her performance is found unsatisfactory.
5. Prospective candidates may please go through the service conditions and work requirements carefully before they apply. It may please be noted that once an application is sent to RCB&KI, Prayagraj, it may not be withdrawn.

6. Regional Capacity Building & Knowledge Institute, Prayagraj reserve the right to cancel this advertisement at any time without prior information.
7. Official below the age of 56 years as on the date of this notification alone are eligible to apply.
8. The last date of accepting application will be **06 July- 2025**.

यह पत्र महानिदेशक महोदय के अनुमोदन से जारी किया जा रहा है।

This issues with the approval of Director General.

संलग्न: बायोडाटा फॉर्म।

भवदीय



वरिष्ठ प्रशासनिक अधिकारी-सलाहकार

Advertisement No:

Date:

Bio-Data for the Post of

1. Name	
2. Designation	
3. Date of Birth	
4. Permanent Address	
5. Qualification (i) Educational: (ii) Professional:	
6. Name of office to which the officer/official belongs (i) Parent office: (ii) Office in which working at present.	
7. Whether the officer belongs to SC/ST. If yes, please mention category.	
8. Date of entry into Govt. Service	
9. Date of entry in IA&AD	
10. Date of promotion on post	
11. Whether probation period completed or not	
12. Mobile number and officials email Id	
13. Present Pay Level and Pay	

14. Work Experience (a) General (b) RTIs/RTCs	
15. Proficiency in Computers, details may be given.	
16. Details of Exam Passed	
17. Any other relevant details	

Date:

Place:

(Signature of the Applicant)

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 Department (with Stamp)

ABSTRACT OF APARs FOR THE LAST FIVE YEARS UPTO 2023-24**(Year-wise APAR grading for the five years to be given)**

S. No.	Name & Designation	2024-25	2023-24	2022-23	2021-22	2020-21
1.						
2.						

It is certified that:

- (i) I have verified the grading from the Original APARs and found to be correct.

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

O/o

Date:

Place: