

**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, Jammu (Sr. AO)-20.09.2024.
2. RCB&KI, Jammu (Clerk)-27.09.2024.

**O/o THE DIRECTOR GENERAL REGIONAL CAPCITY BUILDING &  
KNOWLEDGE INSTITUTE, JAMMU**

No: RCB & KI/J/A/2024-25/Dep/397

Dated: 11-09-2024

To

CAG-All Offices (as per mailing list),

Subject: Deputation for the two posts of Clerk in RCB & KI, Jammu -regarding

Madam/Sir,

In continuation to this office notification issued under No: RTI/J/A/Dep/2024-25/155 dated 05-06-2024, the applications are again invited from the desirous candidates for the 02 posts of Clerk on deputation basis in this office on usual terms and conditions The Eligibility criteria for deputation are as under:

S. No	Name of the Post	No of vacancies
1.	Clerk	02

**Eligibility criteria:**

1. Holding Analogous Post on regular basis in the parent office.
2. The applicant should be proficient in diarizing of DAK, maintenance of sectional diaries, proficiency in English and Hindi typing work in MS Office and MS Excel. Handling of Administrative work, such as correspondence and preparation of administrative reports including any other administrative work assigned by officers. The applicants possessing knowledge of working in the e-office will be given preference.
3. Minimum 03 years' experience
4. The application of the eligible and willing officials who can be spared immediately in the event of their selection on deputation to this office, accompanied with the following documents/certificates may kindly be forwarded to the undersigned latest by **04-10-2024**.
  - i) Bio-Data
  - ii) Copies of APAR for the previous 3 years.
  - iii) Integrity certificate/Disciplinary/Vigilance clearance certificate.

**Terms of deputation & selection process**

1. 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 & KI reserves the right to repatriate a deputationist at any time, if his/her performance is not found satisfactory.
3. Selection of a suitable official shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall be notified.
4. Deputationist will be eligible for deputation (Duty) allowance as per extant rules.

5. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
6. The candidate once selected for the post will not be allowed to withdraw his/her candidature subsequently.
7. The initial period of deputation will be for a period of three years and is extendable subject to performance and approval of Competent Authority.

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 official for administrative assignments at RCB & KIs at the earliest.

Yours faithfully,

Sd/-

Sr. Administrative Officer (Admn)

**O/o THE DIRECTOR GENERAL REGIONAL CAPCITY BUILDING &  
KNOWLEDGE INSTITUTE, JAMMU**

No: RCB & KI/J/A/ Dep/2024-25/396  
Dated: 11/09/2024

To

CAG-All Offices  
(As per mailing list)

Subject:

Deputation for the one post of Sr. A. O (KC-DEF) in RCB & KI, Jammu -  
regarding

Sir/Madam,

In continuation to this office notification issued under No: RTI/J/A/Dep/2024-25/262 dated 16-07-2024, the applications from desirous officers of the rank of **Senior Audit Officer/ AAO** are invited for the deputation assignment as per the Job description/ Eligibility criteria given below:

S. No.	Post	No of vacancies
1.	Sr. Audit Officer (Knowledge Centre –Defence Audit) Core Faculty	01

***Eligibility Criteria***

1. Holding the analogous post of Sr. A. O./AAO
- 2.. Knowledge relating to overall working in IA &AD is necessary.
3. Possessing in-depth knowledge and experience in operating Computer applications including e-office.
4. Delivering lectures with regard to Knowledge Centre-Defence Audit is mandatory.
5. Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and case studies with regard to Knowledge Centre-Defence Audit courses.
- 6.The applicants who are 56 years of age or above should not apply for the **deputation** post.

**Terms of **deputation** & selection process**

1. The **deputation** term shall initially be for a period of three years and may be extended by Competent Authority subject to continued suitability of the officer and administrative convenience. The RCB & KI 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 officers alongwith the Bio-data and APARs for the last five years to this Institute, so as to reach this Institute latest by **27-09-2024**.

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 RCB & KIs 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 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.

The Headquarter 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.

Yours faithfully,

Sd/-  
Sr. Administrative Officer (A)