

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 – 19.06.2026
2. O/o AG, Mizoram, Aizawl – 19.06.2026
3. O/o PAG (Audit), Meghalaya, Shillong – 19.06.2026



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.ज.सं.(प्र.)/प्रशा./फा-345/2026-27/116

दिनांक: 01/06/2026

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 'डाटा एंट्री ऑपरेटर' के रिक्त 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
1.	डाटा एंट्री ऑपरेटर	01	डाटा एंट्री ऑपरेटर ग्रेड-ए/ग्रेड-बी	1. कार्यालय से संबंधित काम जैसे टिप्पण और मसौदा लेखन, मुख्यालय तथा अन्य कार्यालयों से पत्राचार इत्यादि शामिल है। 2. GeM के माध्यम से तय प्रक्रिया के अनुसार समय पर टेंडरिंग, कॉन्ट्रैक्ट और स्टोर्स मैनेजमेंट सोर्सिंग में सहायता करना। 3. एम. एस. ऑफिस का अच्छा एवं कार्यसाधक ज्ञान। 4. हिंदी एवं अंग्रेजी टंकण में प्रवीणता।

- उक्त पद के लिए क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, प्रयागराज में प्रतिनियुक्ति के लिए इच्छुक अभ्यर्थी के आवेदन उनके बायो-डाटा (संलग्न प्रोफॉर्मा 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 **30 जून - 2026** 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 के आवेदन उनके संबंधित मूल कार्यालय के माध्यम से अग्रेषित किए जाएंगे। प्रतिनियुक्ति के आधार पर काम करने वाले 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 देते 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 30 जून- 2026 होगी ।

The following post of '**Data Entry Operator**' 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	Work requirement
1.	Data Entry Operator	01	DEO Grade-A/ Grade-B	<ol style="list-style-type: none"> 1. Administration functions, including Noting-drafting communication with Hqrs. and other offices etc. 2. Assisting in tendering as per due procedure, sourcing through GeM contract and stores management. 3. Having good Knowledge in MS Office. 4. Proficiency in English & Hindi Typing.

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 **30 June - 2026** 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 the eligible candidates 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 shall not have right for absorption in any post in the institution.
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 officers(s) 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 a 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 **30 June- 2026**.

यह पत्र महानिदेशक महोदय द्वारा अनुमोदित है ।
The issues with the approval of Director General.

संलग्न: बायोडाटा फॉर्म।

भवदीय


01.6.26

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 2024-25

(Year-wise APAR grading for the five years to be given)

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

महालेखाकार का
कार्यालय, मिजोरम
आइजोल, मिजोरम-796001



OFFICE OF THE
ACCOUNTANT GENERAL, MIZORAM,
AIZAWL,
MIZORAM -796001

संख्या Estt/AG-Miz/1-320/Consultant/2026-2027/132

दिनांक/DATE:29.05.2026

सेवा में,

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

विषय:- Hiring of retired Supervisor/Assistant Supervisor/ Sr. Auditor/ Auditor on short term contract basis in Office of the Accountant General, Mizoram- regarding.

महोदय/ महोदया,

In inviting a reference to the subject cited above, applications are invited from desirous retired Supervisor/Assistant Supervisor/ Sr. Auditor/ Auditor to work on short term contract basis in the Office of the Accountant General, Mizoram in accordance with the terms and conditions prescribed by Headquarters Office vide Circular No. 25-2025 issued under No. 1180-Staff (App.)-1/22-2016 dated 08.07.2025.

1. **Eligibility:** - Retired Supervisor/Assistant Supervisor/ Sr. Auditor/ Auditor retiring before 01.02.2025 shall be eligible for hiring against the vacancy in the cadre of Supervisor/Assistant Supervisor/ Sr. Auditor/ Auditor.
2. **Tenure and age limit:** - The retired officer/retiring officer will be hired on a short-term contract basis initially up to a period of one year and extendable up to a maximum term of five years. The applicant's age should not be beyond 65 year as on 31.05.2026.
3. **Remuneration and allowance payable:-**Remuneration and allowance payable will be governed by the OM No. 3-24/2020-E.III A dated 09-12-2020 issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi as under:
 - a. A fixed monthly amount shall be admissible, arrived by deducting the basic pension from the basic pay drawn at the time of retirement. The amount of remuneration 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 his/her retirement.
 - c. No annual increment/percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract.

4. Leave: -

- a. Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service to the retired officials hired on short term contract basis. Accumulation of leave beyond a calendar year will not be allowed. However, absence during bandh, strike, lockdown will be dealt with as in the case of serving officers.
- b. If retired officer hired on short term contract 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 No. of days of absence on working days

22

5. Deliverables and other conditions:

- a. The retired officer hired on short term contract basis shall be responsible for performing the duties related to the post against which he/she is hired as well as any other duties or responsibilities assigned by the Head of Department (HoD).
- b. Statutory deductions levied by the Union/Government shall be made as per rules.
- c. The appointment will be purely on temporary basis and will be subject to termination at any time.
- d. The retired official hired on short term basis shall sign an agreement of confidentiality containing a clause on ethics and integrity.

6. Retired officers who fulfill the eligibility criteria and are willing for the above assignment may submit their application and proforma (attached) duly filled in all respect and the same must reach this office by 30.06.2026.

It is requested that wide publicity may kindly be given to this notification.

यह महालेखाकार के अनुमोदन से जारी किया जाता है।

घेराव: As stated above.

भवदीय,

Digitally signed by
Jayakar Babu Katikala
Date: 29-05-2026
10:16:41

(K Jayakar Babu)
Deputy Accountant General/Admin.

**Application Form for Hiring of Retired Supervisor/ Assistant Supervisor/ Sr. Auditor/
Auditor on short term contract basis in Office of the Accountant General, Mizoram.**

S. No.	Particulars	
1.	Name of the retired officer	
2.	Date of Birth	
3.	Qualification a. Educational b. Professional	
4.	Date of entry in the Government Service	
5.	Name of the officer from which retired	
6.	Length of service	
7.	Date of retirement	
8.	Post held at the time of retirement	
9.	Post applied for	
10.	In case of voluntary retirement, ground on which retired	
11.	Experience	
12.	Additional information, if any	
13.	Copy of the PPO duly attached may be attached	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

(Signature of applicant)

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



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

संख्या/No. Admn/Audit/Consultant/Vol. III/2026-27/ 430

दिनांक/Dated: 08.06.2026

परिपत्र /CIRCULAR

Applications are hereby invited from retired Supervisor/Assistant Supervisor/Senior Auditor/Auditor for hiring on short term contract basis against the vacancies in the cadre of Auditor in the Office of the Principal Accountant General (Audit), Meghalaya, in accordance with the terms and conditions prescribed by Headquarters and as applicable to the contractual officials, which is enclosed for necessary information.

Interested retired officials willing to be hired on the terms and conditions enclosed may submit their Bio-data in the enclosed proforma along with copies of APAR (last 5 years), PPO, last pay certificate and Aadhaar Card. Applications duly filled in all respects must reach the Sr. Deputy Accountant General (Admn/AMG-I), O/o the Principal Accountant General (Audit), Meghalaya, Shillong - 793001, either by post or through email (agaumeghalaya@cag.gov.in) latest by **25.06.2026**.

[Authority: Vide Principal Accountant General's orders dated 05.06.2026 at Note # 44 of file No. Admn/Audit /Consultant/Vol.III/2026-27]

Encl: As above.

Sd/-

स्थापना अधिकारी

Establishment Officer

दिनांक/Dated: 08.06.2026

संख्या/No. Admn/Audit/Consultant/Vol. III/2026-27/431-33

जानकारी के लिए प्रति:-

Copy for information to: -

1. All Notice Boards
2. Office Website
3. All CAG Offices via email for wide circulation

स्थापना अधिकारी

Establishment Officer

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



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

Terms and Conditions applicable to the Contractual Officers.

1. Age should be less than 64 years as on 01.08.2026.
2. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. No annual increment/percentage increase, Dearness Allowance and House Rent Allowance is allowed for the contract period. Further, an appropriate and fixed amount 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.
3. Paid leave of absence may be allowed at the rate of 1.5 days for each completed months of service to the retired officer/official hired on short term contract basis. Accumulation of leave beyond a calendar year may not be allowed. However, absence during curfew, bandh, strike, lockdown shall be dealt with in a similar way as in the case of serving officers/officials.
4. If retired officer/official hired on short term contract 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 number of days of absence on working days/22
5. All rules and orders in existence or to be issued from time to time regarding attendance, duties and official discipline etc., shall automatically be applicable to the contractual officers.
6. Statutory deductions levied by the Union/State Government shall be made as per rules.
7. The period of contract may be terminated at any time at the discretion of the Principal Accountant General (Audit), Meghalaya, Shillong.
8. The retired official hired on short term contract basis shall sign an agreement of confidentiality containing a clause of Ethics and Integrity.
9. a. The retired officer hired on short-term contract basis shall be responsible for performing the duties related to the post against which the officer is hired, as well as any other duties or responsibilities assigned by their respective Heads of Departments (HoDs), unless otherwise specified in this circular.

- b. The hired official will not sign any correspondences made outside IA&AD.
- c. The retired official shall not ordinarily be deputed on field audit duties/inspection. In case of exigencies, with the approval of the HoD, he/she may be deputed on field audit duties and TA/DA shall be paid as per his/her entitlement at the time of retirement. Even in such cases, he/she shall not issue any audit/inspection memo which will be issued by a regular officer only.
- d. Retired officers hired on short term contract basis are not authorized to either write or review the APARs of regular staff. In such cases, the officer just above the regular employee in the hierarchy will act as the Reporting Officer/Reviewing Officer.

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



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

BIO-DATA FOR ENGAGEMENT ON SHORT-TERM CONTRACT BASIS

Affix recent Passport
size photo

PROFORMA

1	Name of Official (in Block letter)	
2	Date of Birth	
3	Age as on 01.08.2026	
4	Contact Number and Email ID	
5	Qualification: Educational: Professional:	
6	Date of entry in Government Service	
7	Date of Retirement	
8	Name of office from which retired	
9	Post held at the time of Retirement	
10	Length of service in various grades	
11	In case of voluntary retirement, grounds on which retired	
12	Experience	
13	Additional information, if any, on professional training and work experience relevant to post	
14	Copy of APAR enclosed for 05 years	

Dated:

Signature of Applicant.