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

No: RCB & KI/J/A/ Dep/2023-24/635
Dated: 27/10/2023

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/2023-24/473 dated 28-08-2023, the applications from desirous officers of the rank of **Senior Audit Officer** 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)	01

Eligibility Criteria
1. Holding the analogous post of Sr. A. O.
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 58 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 **24-11-2023.**

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.

(iv)   Heads of field offices RCB & KIs may actively discuss the above

Yours faithfully,

Sd/-
Sr. Administrative Officer (A)