



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, सैफाबाद, हैदाराबाद - ५०० ००४

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE,
SAIFABAD, HYDERABAD - 500 004.



No.DG/RCB&KI-Hyd/Admn./Deputation/2021-2023/I-6/ 01

Dated: 12.04.2024.

To

All the Heads of Offices,
(IA&AD as per mailing list)

Sub: Filling up of vacancy in the cadre of Clerk/Typist in RCB&KI,
Hyderabad on Deputation basis-reg.

Applications are invited from the eligible Clerk for the post of Clerk/Typist in the Regional Capacity Building & Knowledge Institute (RCB&KI), Hyderabad 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	Clerk/Typist	02	Holding Clerk /Typist Post on regular basis in the parent office	1. Administration functions: -Diary Maintain, Inward-outward letters, Assist in stores management. 2. Having good working knowledge in MS Office. 3. Proficiency in Typing

1. Applications of candidates who are willing to be considered for deputation to Regional Capacity Building & Knowledge Institute, Hyderabad for above post may be forwarded to this office on or before **30th April 2024** along with their Bio-Data (Annexure enclosed), certified copies of APAR of last 05 years (2018-19 to 2022-23) duly attested on each page and with vigilance clearance certificate. It must be certified that no disciplinary/ court/ vigilance case is either pending or contemplated against the applicants. The important documents of the eligible candidates may be scanned and sent by email through proper channel by the respective Parent offices.
2. The term of deputation will be for three years and may be extended thereafter, subject to his/ her suitability and administrative convenience. While working at RCB&KI, Hyderabad 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 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 at 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/RCB&KCs 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&KI/RCB&KCs 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/RCB&KCs to Institute/ Centre concerned without withholding any application.
 - c. On completion of selection process, the field offices shall obligatory relieve the selected officer(s) for teaching/ administrative assignments at the RCB&KI/RCB&KCs at the earliest.
 - d. The initial deputation period to RCB&KI/RCB&KCs will be for 03 years and extendable on yearly basis thereafter. The RCB&KI/RCB&KCs however, reserves the right to repatriate a deputationist at any time if his/ her performance is found unsatisfactory.
 - e. The age of the willing official should not exceed 56 years as on the date of issue of this circular.
 - f. Deputation allowance will be admissible as per the condition laid down in the GoI, Ministry of Personnel, Public Grievances & Pension OM No.2/ II/2017-Estt. (pay-II) dated the 24th November, 2017 and as amended from time to time.
 5. It may please be noted that once an application is sent to RCB&KI, Hyderabad, it may not be withdrawn.
 6. Regional Capacity Building & Knowledge Institute, Hyderabad reserves the right to cancel this advertisement at any time without prior intimation

This issues with approval of Director General, RCB&KI, Hyderabad.

Yours faithfully

Senior Audit Officer/Admn

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 official email ID	
13. Present Pay Level and Pay	

14. Work Experience (a) General (b) RCB&KIs/RCB&KCs
15. Proficiency in Computers, details may be given.
16. Details of Departmental 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)