

# “क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जम्मू”

No: RCB & KI/J/A/Dep/2024-25/285  
Dated:29-07-2024

To

CAG-All Offices (as per mailing list),

Subject: Deputation for the one post of AAO(eHRMS) in RTI-Jammu -regarding

Sir/Madam,

In continuation to this office notification No: RCB & KI/J/A/2023-24/Dep/203 dated: 28/06/2024, applications are again invited from desirous candidates for deputation assignment as per instructions given below.

S. No.	Post	No of vacancies
1.	Asstt: Audit/Accounts Officer for (implementation of eHRMS)	01

## ***Eligibility Criteria***

1. Holding analogous post of A.A.O
- 2.. Knowledge relating to overall Auditing in IA &AD is necessary.
3. **The applicant should necessarily have proficiency for handling of eHRMS**
4. Proficiency in working on IT applications and computer weightage will be given to the applicant having experience related to human resources or administration/bills in the department and to those with experience of work in computerization projects.
5. Candidates with qualification in related IT subjects will also be preferred.
6. The officer shall be responsible for all the assigned work relating to the eHRMS or any other work which will be assigned by the Director General.

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

1. All officers who are willing should apply for the deputation through their respective Parent Offices. The Parent Offices are requested to forward such applications along with the Bio-data (prescribed format enclosed) and APARs for the **last five years** duly attested on each page to this Institute, so as to reach this Institute latest by **25-08-2024**. It may also be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant. 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 & KIs reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
3. The selected officer will be entitled to deputation allowance as per instructions prevailing from time to time upto 28-02-2025 and further extension on yearly basis subject to sanction of continuity of the post by Headquarters 'Office.
4. Selection of a suitable officer shall be made through the appropriate selection procedure for

knowledge and skill based jobs and the selection of the applicant shall be notified.

5. Maximum age limit for deputation should not exceed 56 years as on the closing date of application for the post.
6. 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 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)