



कार्यालय महालेखाकार )लेखा व हकदारी(  
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क्रमांक: Admn I/A/24-25/405

दिनांक: 13.12.2024

75  
आज़ादी का  
अमृत महोत्सव

### परिपत्र

AAO (Admn) पद के लिए Regional capacity building & knowledge Institute, Shillong द्वारा प्रतिनियुक्ति के लिए आवेदन आमंत्रित किए जाते हैं। नियम और शर्तें Regional capacity building & knowledge Institute, Shillong द्वारा जारी पत्र संख्या 73-RCB&KI/Deptn/1-1/2023-24/Vol XI/1276 दिनांक 10.10.2024 के अनुसार होगी।

इच्छुक कर्मचारी अपने आवेदन पत्र बायोडाटा (in duplicate) के साथ 23.12.2024 तक प्रशासन 1 अनुभाग में भेज सकते हैं।

संलग्न: यथोपरि।

हस्ता

वरि. लेखा अधिकारी (प्रशासन 1)

क्रमांक प्रशासन 1/32(4) प्रतिनियुक्ति /24-25/4804-05

दिनांक: 13.12.2024

प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित की जाती है:

1. सूचना प्रौद्योगिकी सहायता कक्ष आधिकारिक वेबसाइट में अपलोड करने के लिए
2. कार्यालय आदेश फाईल

वरि. लेखा अधिकारी (प्रशासन 1)  
13.12.24



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान  
(आई.ए. & ए.डी) पूर्वोत्तर क्षेत्र: लखतोल कम्प्लेक्स, शिलांग - 791001  
REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE  
IA&AD NE REGION: LACHATELLE COMPLEX, SHILLONG-791001  
Phone: 0364-2311524, 2310103 Email: rcb&ki@nic.gov.in



संख्या/No. 73-RCB&KI/Deptn./1-1/2023-24/Vol.XI/1276

10 DEC 2024

सेवा में/To

आईए एवं एडीके सभी विभागाध्यक्ष,  
(मेलिंग सूची के अनुसार)।  
All Heads of Departments of IA&AD,  
(As per mailing list).

विषय: आरसीबी एवं केआई, शिलांग में रिक्त पदों को प्रतिनियुक्ति के आधार पर भरना।  
Subject: Filling up of Two (02) vacant posts on deputation basis in RCB&KI, Shillong.

महोदय/ महोदया,  
Sir/Madam,

The Regional Capacity Building & Knowledge Institute, Shillong, invites applications from eligible candidates to fill up the following vacant Regular Temporary posts on deputation basis:-

Sl. No.	Designation and Pay Level	No. of Posts	Eligibility Criteria	Purpose	Work requirement
1.	AAO (Admn)	02	1. Holding the post of AAO. 2. Preferably having at least two years' experience in Administration/ Establishment.	To handle the Administration related work.	1. Proficiency in MS Office and e-office. 2. Ability to handle DDO charge, Procurement, Tendering, Bills, TDS, Returns, Hospitality and other Establishment matters

2. Applications may be forwarded to this office on or before 03.01.2025 along with their Bio Data (Annexure enclosed), certified copies of APAR for the last 05 (five) years duly attested on each page and Vigilance Clearance Certificate. It may be certified that no disciplinary/ court/ vigilance case is either pending or contemplated against the applicant. The required documents of the eligible candidates may be scanned and sent by email by the respective parent offices to avoid postal delay.

3. The term of deputation will be initially for a period upto 28.02.2025, which may be extended thereafter, subject to his/her continued suitability, administrative convenience and Headquarters' concurrence. While working at RCB&KI,

Shillong, the selected official will draw his/her basic pay plus admissible deputation allowance under extant rules and regulations.

4. Maximum age for appointment by deputation shall not exceed 56 years as on date of application. The officials working on deputation basis shall not have right for absorption in any post in the Institution. 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).

5. 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 renamed as RCB&KIs/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&KIs/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 positions advertised by RCB&KIs/RCB&KCs to the concerned Institute/Centre, without withholding any application.

c. On completion of selection process, the field offices shall obligatorily relieve the selected official(s) for administrative assignments at RCB&KIs/RCB&KCs at the earliest.

d. The RCB&KI, Shillong reserve the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

6. Clause at Sl. No.5(b) regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/RCB&KCs will not apply in case of applicants who have been reverted/repatriated in the last six (06) months from RCB&KIs/RCB&KCs to their parent offices as per Hqrs' Circular No. 398/Trg.Div/42A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.

Yours faithfully,

Encl: As stated above.

  
Core Faculty (Admh) 18/12/24