



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा - I) तमिलनाडु
" लेखापरीक्षा भवन ", 361, अण्णा सालै, तेनामपेट, चेन्नै-600 018
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I),
TAMILNADU, LEKHA PARIKSHA BHAVAN,
361, ANNA SALAI, TEYNAMPET, CHENNAI – 600 018.**



No.Admn.II/Deptn/7-28/2024-25/86

Date:20.12.2024

परिपत्र /CIRCULAR

Sub: Filling up of vacancy on deputation basis in RCB&KI, Prayagraj
and RCB&KI, Shillong.

Circular inviting applications from eligible Assistant Audit Officers for filling up of the post of Asst. Administrative Officer in Regional Capacity Building & Knowledge Institute, Prayagraj on deputation basis is enclosed herewith. Such of those officials who are eligible and willing to go on deputation on prescribed terms and conditions may submit their application to Admn II Section through proper channel on or before 23.12.2024.

Circular inviting applications from eligible Assistant Audit Officers for filling up of vacancies in the same cadre at Regional Capacity Building & Knowledge Institute, Shillong on deputation basis, is enclosed herewith. Such of those officials who are eligible & fulfilling the criteria as mentioned in the advertisement and willing to go on deputation on prescribed terms and conditions may submit their application to Admn II Section through proper channel on or before 26.12.2024.

Encl: As stated

**वरिष्ठ लेखा परीक्षा अधिकारी/प्रशासन
Senior Audit Officer/Admn.**

Copy to:

1. Notice Board
2. SAO/Admn, O/o the PAG (Audit-II)
3. SAO/Admn, O/o the DGA (Central)
4. Hindi Section-for translation.



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान
(आई.ए. & ए.डी) पूर्वोत्तर क्षेत्र: लखतलेत कम्प्लेक्स, शिलांग - 793003
REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE
IA&AD NE REGION: LACHATELETTE COMPLEX, SHILLONG-793003
Phone: 0364-2322594, 2310103 Email: rcb@rcb.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,
(भेलिंग 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.


025
10/12/24
Core Faculty (Admh)

ANNEXURE

APPLICATION FOR THE POST OF ASSISTANT AUDIT/ACCOUNTS OFFICER

1.	Name in full (Shri./Smt./Ms.)	
2.	Present Post held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications: i. Educational ii. Professional	
7.	Office to which the applicant belong i. Parent Office ii. Present Office	
8.	Whether belonging to SC/ST	
9.	Date of entry into Govt. Service	
10.	Date of entry into IA&AD	
11.	Proficiency in Computers (details may be given)	
12.	Present Pay and Pay Level	
13.	Mobile Number and official email ID	
14.	Any other relevant details	

तारीख/Date:

जगह/Place:

(आवेदक के हस्ताक्षर)
(Signature of Applicant)

यह प्रमाणित किया जाता है कि उपरोक्त दिए गए विवरण कार्यालय रिकॉर्ड के अनुसार सही हैं।
It is certified that the above particulars furnished are correct as per office records.

विभागाध्यक्ष के हस्ताक्षर (मोहर के साथ)
Signature of the Head of the Department (with stamp)

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, प्रयागराज

क्र. क्ष.क्ष.नि.जा.सं.(प्र.)/प्रशा./प्रतिनियुक्ति/फा-434/2024-25/ 390

दिनांक: 26/11/2024

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 सहायक प्रशासनिक अधिकारी के पद को प्रतिनियुक्ति के आधार पर डीओपीटी, भारत सरकार द्वारा निर्धारित और समय-समय पर संशोधित DOPT के नियमों और शर्तों के आधार पर भरा जाना है। पद के लिए स्वीकार्यता और पात्रता मापदंड निम्नानुसार हैं :-

क्र. स.	पदनाम	संख्या व स्थिति	पात्रता	काम की आवश्यकता
01.	सहायक प्रशासनिक अधिकारी	01	स.ले.प.अ./स.ले.अ.	1. प्रशासनिक कार्य एवं स्थापना संबंधी कार्य-अनुभव 2. पीएफएमएस, आईबीईएमएस, Gem से क्रय, GeM निविदा, पे-बिल, डीडीओं कार्य एवं आयकर संबंधी कार्य का ज्ञान 3.कम्प्यूटर अनुप्रयोगों (जैसे एमएस वर्ड, एमएस एक्सेल, पावर पॉइंट एवं एमएस एक्सैस) के संचालन का ज्ञान 4. हॉस्टल का रख-रखाव 5. CPWD के साथ समन्वय

1. उक्त पद के लिए क्ष.क्ष.नि.एवं.जा.सं., 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 (2019-20 to 2023-24) की प्रमाणित प्रतियाँ और सतर्कता अनापति प्रमाण पत्र के साथ 26 दिसंबर - 2024 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.ज्ञा.सं., प्रयागराज में कार्य करते समय, चयनित अधिकारी 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/ अधिकारियों के आवेदन उनके संबंधित मूल कार्यालय के माध्यम से अग्रेषित किए जायें। प्रतिनियुक्ति के आधार पर काम करने वाले अधिकारियों के पास संस्था में किसी भी पद पर अवशोषित होने का अधिकार नहीं होगा।
4. क्षेत्र कार्यालयों द्वारा क्षे.क्ष.नि.एवं.ज्ञा.सं./आर.टी.सी. में कर्मचारियों (प्रशासन और संकाय) के संवर्धन के लिए मुख्यालय द्वारा जारी 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 के माध्यम से प्रस्तुत विस्तृत निर्देशों का संदर्भ लिया जा सकता है। उक्त परिपत्र में दिए गए निर्देश नीचे पुनः अंकित किए गए हैं :-
 - (क) क्षेत्र कार्यालय क्षे.क्ष.नि.एवं.ज्ञा.सं./आरटीसी द्वारा जारी प्रतिनियुक्ति अधिसूचनाओं को सूचना पट्ट पर प्रदर्शित करेंगे तथा अधिसूचना का जवाब देने के लिए उचित समय देते हुए कर्मचारियों के बीच प्रसारित करेंगे।
 - (ख) क्षेत्र कार्यालय क्षे.क्ष.नि.एवं.ज्ञा.सं./आरटीसी द्वारा विज्ञापित पद के लिए किसी भी आवेदन को रोके बिना अपने अधिकारियों/ कर्मचारियों से प्राप्त सभी आवेदनों को संबंधित संस्थान/ केंद्र को अग्रेषित करेंगे।
 - (ग) चयन प्रक्रिया के पूर्ण होने पर, क्षेत्र कार्यालय क्षे.क्ष.नि.एवं.ज्ञा.सं./आरटीसी में शिक्षण/ प्रशासनिक कार्यों के लिए चयनित अधिकारियों को जल्द से जल्द मुक्त करने के लिए बाध्य रहेंगे।
 - (घ) क्षे.क्ष.नि.एवं.ज्ञा.सं., प्रयागराज के लिए प्रारंभिक प्रतिनियुक्ति अवधि **28.02.2025** तक के लिए होगी और उसके बाद उनकी उपयुक्तता और प्रशासनिक सुविधा के अधीन उसे बढ़ाया जा सकता है। क्षे.क्ष.नि.एवं.ज्ञा.सं./आरटीसी किसी भी समय कार्य निष्पादन असंतोषजनक पाए जाने पर प्रतिनियुक्त अधिकारी को प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है।
5. भावी उम्मीदवार आवेदन करने से पहले कृपया सेवा शर्तों और कार्य आवश्यकताओं को ध्यान से पढ़ सकते हैं। यह ध्यान दिया जाए कि एक बार क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, प्रयागराज में आवेदन भेजे जाने के बाद, इसे वापस नहीं लिया जा सकता है।
6. इस अधिसूचना की तिथि तक 56 वर्ष से कम आयु के अधिकारी ही आवेदन के पात्र होंगे।
7. क्षे.क्ष.नि.एवं.ज्ञा.सं./आरटीसी में कार्यनुभव को प्राथमिकता प्रदान की जाएगी।
8. क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, प्रयागराज किसी भी समय जारी विज्ञापन को बिना किसी पूर्व सूचना के निरस्त करने का अधिकार रखता है।
9. आवेदन पत्र स्वीकार किए जाने की अंतिम तिथि **26 दिसंबर- 2024** होगी।

The post of Assistant Administrative Officer is vacant in Regional Capacity Building & Knowledge Institute, Prayagraj, which is to be filled-up 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.	Asstt. Administrative Officer	01	Asstt. Audit Officer/Asstt. Accounts Officer	1. Having Experience in Administration and Establishment Work. 2. PFMS, iBESM, GeM Contract, GeM Purchase, Pay-Bill, DDO Work and Income Tax related Knowledge. 3. Having Knowledge in Computer (Such as M S Word, Excel, Power Point & Access etc.) 4. Hostel Maintenance 5. Co-ordinate with CPWD

- Applications of candidates who are willing to be considered for deputation to RCB&KI, Prayagraj for the above post may be forwarded to this office on or before **26 December-2024** along with their Bio-Data (Annexure enclosed), certified copies of APAR for the last 05 years (2019-20 to 2023-24) 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.
- The term of deputation will be for three years and may be extended with the consent of all thereafter, subject to his/her continued suitability and administrative convenience. 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.
- 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.
- 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:-

- 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 officer(s) for teaching/ administrative assignments at the RCB&KI/RTCs at the earliest.
- D. The initial deputation period to RCB&KI, Prayagraj will be **28.02.2025** and may be extended thereafter, subject to his/her continued suitability and administrative convenience. 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. Official below the age of 56 years as on the date of this notification alone are eligible to apply.
7. Preference will be given to those candidate who having experience in RCB&KI/RTC.
8. Regional Capacity Building & Knowledge Institute, Prayagraj reserves the right to cancel this advertisement at any time without prior information.
9. The last date of accepting application will be **26 December- 2024**.

यह पत्र महानिदेशक महोदय द्वारा अनुमोदित है।

The issues with the approval of Director General.

भवदीय

संलग्न: बायोडाटा फॉर्म।


वरिष्ठ प्रशासनिक अधिकारी/सलाहकार

Advertise 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 as AAO	
11. Whether probation period completed or not	
12. Mobile number and officials email Id	
13. Present Pay Level and Pay	

14. Work Experience	
15. Proficiency in Computers (Details may be given)	
16. Details of Exam Passed	
17. Any other relevant details	

The information furnished above are correct to the best of my Knowledge.

Date:

Place:

(Signature of the Applicant)

It is certified that the above particulars furnished are correct as per our office records.

Signature of the Head of Department (with Stamp)

ABSTRACT OF APARs FOR THE LAST FIVE YEARS UPTO 2023-24**(Year-wise APAR grading for the five years to be given)**

S. No.	Name & Designation	2023-24	2022-23	2021-22	2020-21	2019-2020
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: