

**OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL**  
**3<sup>rd</sup> MSO Building, CGO Complex, 5<sup>th</sup> Floor, DF Block,**  
**Sector- I, Salt Lake, Kolkata – 700 064**  
**E-mail: agauwestbengal2@cag.gov.in**

**N.S. No. Admn.I/6-2/Depn/XXVI (Part.2)/2025-26/323**

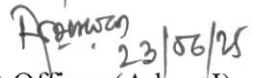
**Dated: 23.06.2025**

Enclosed please find following letters:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No. RCB & KI/J/A/Dep/2025-26/127 dated 19.06.2025 received from RCB&KI, Jammu regarding filling up the post of Sr. AO (Core Faculty-IT) in RCB&KI, Jammu on deputation basis.	02.07.2025
2.	Letter No. RCB & KI/J/A/Dep/2025-26/128 dated 19.06.2025 received from RCB&KI, Jammu regarding filling up the post of Sr. Accountant/Sr. Auditor in RCB&KI, Jammu on deputation basis.	-do-
3.	Letter No. RCB & KI/J/A/2025-26/ Dep/129 dated 19.06.2025 received from RCB&KI, Jammu regarding filling up the post of Clerk in RCB&KI, Jammu on deputation basis.	-do-

Branch officers concerned are requested to bring the contents of the above letters to the notice of willing and eligible official(s) and forward the application(s) of willing official(s) as per the date prescribed in the table above.

While recommending the name(s) of candidate(s), criteria/guidelines detailed in the aforesaid letters may be given due consideration.

  
23/06/25  
Sr. Audit Officer (Admn.I)

Copy to:

1. DAG /AMG-I (Admn. & AS)
2. DAG/AMG-II
3. DAG/AMG-III
4. DAG/AMG-IV
5. Secretary to the Pr. Accountant General (Audit-II), WB.
6. Sr. Audit Officer/Admn.I & DAC
7. System Administrator/ EDP SC
8. Sr. Audit Officer /Admn.II, III & CC
9. Sr. Audit Officer/AMG-I (AS)
10. Sr. Audit Officer/ Record & APCC
11. Sr. Audit Officer/AMG-II(HQ)
12. Sr. Audit Officer/AMG-III(C)
13. Sr. Audit Officer/ AMG-IV(HQ) & Technical Cell
14. Sr. Audit Officer/ECPA-Cum-Report(Civil)
15. Sr. Audit Officer/ECPA-Cum-Report(Com)
16. Assistant Director (Official Language)/Hindi Cell
17. Assistant Audit Officer/Admn.I (For NIC-mail)

  
23/6/25  
Asstt. Audit Officer (Admn.I)

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

No: RCB & KI/J/A/Dep/2025-26/127  
Dated: 19-06-2025

To

CAG-All Offices  
(As per mailing list)

**Subject:** Deputation Assignment at Regional Capacity Building and Knowledge Institute, Jammu for filling up one vacant post of Sr. A.O. (Core Faculty-IT)

**Madam/Sir,**

In continuation to this office notification issued under No: RCB & KI/J/A/Dep/2025-26/67 dated 05-05-2025, applications from desirous officers of the rank of **Senior Accounts Officer/ Senior Audit Officer** are invited for the deputation assignment as per the Job description/ Eligibility criteria given below:

S. No	Post	No. of vacancies
01	Sr. Administrative Officer (Core Faculty -IT)	01

**Eligibility criteria:**

1. Holding the analogous post of Sr. A.O with minimum five years of experience as Sr. A.O.
2. Possessing in-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, Microsoft Office, Website applications etc.) and the aptitude to deliver lectures.
3. Experience in IT Audit and knowledge in working with Data Analytics software such as Tableau, Knime, Qlikview is desirable.
4. Possessing ability in the maintenance of IT Systems, Website and familiarity with e-office.
5. Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and case studies for IT courses.

**Terms of deputation & selection process**

1. The deputation term shall be initially for three years.
2. Maximum age limit for deputation should not exceed 56 years as on the closing date of application for the post.
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 and selected candidate will have to join this office after 31-10-2025 (as the present incumbent on deputation against above post is retiring on 31-10-2025).**
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 **08-07-2025**. 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. **The parent office is also required to forward NOC as provided under Headquarters 'Office letter No: 60-Staff (App)-1/14-2023 dated 27-01-2025**

5. The RCB & KIs reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
6. The selected officer will be entitled to training allowance as per instructions prevailing from time to time.
7. 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 to RCB & KIs by permitting them to apply against the vacancies notified by RCB & KIs.
- (ii) Encourage SAOs with domain knowledge for applying for the positions of 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.

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

Yours faithfully,

Sd/-  
Sr. Administrative Officer (A)

A-41 Inward/279  
dt: 20/06/2025

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

No: RCB & KI/J/A/ Dep/2025-26/128  
Dated: 19-06-2025

To

CAG-All Offices  
(As per mailing list)

Subject: Deputation for the one post of Sr. Accountant/Sr. Auditor in RCB & KI,  
Jammu -regarding

Sir/Madam,

In continuation to this office notification issued under No: RCB&KI/J/A/Dep/2025-26/66 dated 05-05-2025, the applications from desirous officials of the rank of **Sr. Accountant/ Sr. Auditor** are invited for the deputation assignment as per the Job description/ Eligibility criteria given below:

S. No.	Post	No of vacancies
1.	Sr. Accountant/ Sr. Auditor	01

**Eligibility Criteria**

1. Holding the analogous post of Sr. Accountant/Sr. Auditor with minimum five years of service as Sr. Accountant/Sr. Auditor.
- 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, eHRMS, PFMS GeM, iBEMS.
4. The applicant should have profound knowledge in administrative and establishment matters including Income Tax.

**Terms of deputation & selection process**

1. The deputation term shall initially be for a period three years and thereafter subject to the accord of extension by the Headquarters 'Office.
2. Maximum age limit for deputation should not exceed 56 years as on closing date of application for the post.
3. Selection of a suitable official 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 officials 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 officials alongwith the Bio-data and APARs for the last five years to this Institute, so as to reach this Institute latest by **08-07-2025**. 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 **The parent office is also required to forward NOC as provided under Headquarters 'Office letter No: 60-Staff (App)-1/14-2023 dated 27-01-2025**

5. The RCB & KIs reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
6. The selected official will be entitled to deputation allowance as per instructions prevailing from time to time.
7. 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 officials 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 official for 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 Sr. Accountant/Sr. Auditor to RCB & KIs by permitting them to apply against the vacancies notified by RCB & KIs.

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

Yours faithfully,

Sd/-  
Sr. Administrative Officer (A)

A-1/In Word/278  
dt: 20/06/25

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

No: RCB & KI/J/A/2025-26/Dep/129

Dated: 19-06-2025

To

CAG-All Offices (as per mailing list),

Subject: Deputation for the two posts of Clerk in RCB & KI, Jammu -regarding.

Madam/Sir,

In continuation to this office notification issued under No: RTI/J/A/2025-26/Dep/64 dated 05-05-2025, the applications are again invited from the desirous candidates for 02 posts of Clerk on deputation basis in this office on usual terms and conditions. The eligibility criteria for deputation are as under:

S. No	Name of the Post	No of vacancies
1.	Clerk	02

**Eligibility criteria:**

1. Holding Analogous Post on regular basis in the parent office.
2. The applicant should be proficient in diarizing of DAK, maintenance of sectional diaries, proficiency in English and Hindi typing work in MS Office and MS Excel. Handling of Administrative work, such as correspondence and preparation of administrative reports including any other administrative work assigned by officers. The applicants possessing knowledge of working in the e-office will be given preference.
3. Minimum 03 years' experience
4. The application of the eligible and willing officials who can be spared immediately in the event of their selection on deputation to this office, accompanied with the following documents/certificates may kindly be forwarded to the undersigned latest by **08-07-2025**
  - i) Bio-Data
  - ii) Copies of APAR for the previous 3 years.
  - iii) Integrity certificate/Disciplinary/Vigilance clearance certificate.

**Terms of deputation & selection process**

1. The required documents of the eligible candidates forwarded by the respective parent offices may be scanned and sent by email to avoid postal delay. **The parent office is also required to forward NOC as provided under Headquarters 'Office letter No: 60-Staff (App)-1/14-2023 dated 27-01-2025**
2. The RCB & KI reserves the right to repatriate a deputationist at any time, if his/her performance is not found satisfactory.
3. Selection of a suitable official shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall

be notified.

4. Deputationist will be eligible for deputation (Duty) allowance as per extant rules.
5. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
6. The candidate once selected for the post will not be allowed to withdraw his/her candidature subsequently.
7. The initial period of deputation will be for a period of three years and is extendable subject to performance and approval of Competent Authority.

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 official for administrative assignments at RCB & KIs at the earliest.

Yours faithfully,

Sd/-  
Sr. Administrative Officer (Admn)