

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

N.S. No. Admn.I/6-2/Deptn/XXVI (Part.2)/2025-26/ 828

Dated: 06.11.2025

Enclosed please find following letters:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No. क्षे.क्ष.नि.जा.स/नागपुर /प्रतिनियुक्ति/192 dated 04.11.2025 received from RCB&KI, Nagpur regarding extension of date for receiving application. Previous circular in this regard was issued vide NS No. Admn-I/6-2/Deptn/XXVI(Part.2)/2025-26/721 dated 07.10.2025.	13.11.2025
2.	Letter No. RTI-RAN/Admin-25/Deputation/Faculty/2025-26/310 dated 04.11.2025 received from RCB&KI, Ranchi regarding filling up the post of SAO / AAO as Core-Faculty General in RCB&KI, Ranchi on deputation basis	11.11.2025

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.

Digitally signed by
ASHUTOSH BISWAS
Date: 06-11-2025
Sr. Audit Officer (Admn.I)
18:23:25

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)

Asstt. Audit Officer (Admn.I)

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान

भारतीय लेखापरीक्षा और लेखा विभाग

26/1, सिविल लाईन्स, नागपुर 440001

संख्या.क्षे.क्ष.नि.ज्ञा.सं./नागपुर/प्रतिनियुक्ति/ 192

दिनांक : 04.11.2025

प्रति,

भारतीय लेखापरीक्षा एवं लेखा विभाग के सभी विभागाध्यक्ष
All Heads of Departments of IA&AD

विषय :- क्षेत्रीय क्षमता निर्माण और ज्ञान संस्थान, नागपुर में विभिन्न पदों को प्रतिनियुक्ति द्वारा भरने हेतु आवेदन प्राप्त करने की अंतिम तिथि बढ़ाने संबंधी।

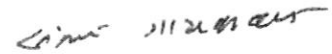
महोदय/महोदया,

कृपया क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, नागपुर के परिपत्र क्र. 37, पत्र संख्या RCBKI/ नागपुर/ प्रतिनियुक्ति/ 2025-26/168 दिनांक 06.10.2025 का संदर्भ ले। क्षेत्रीय क्षमता निर्माण और ज्ञान संस्थान, नागपुर में प्रतिनियुक्ति के आधार पर पदों को भरने के लिए आवेदन प्राप्त करने की अंतिम तिथि को सक्षम प्राधिकारी द्वारा दिनांक 20.11.2025 तक बढ़ा दिया गया है।

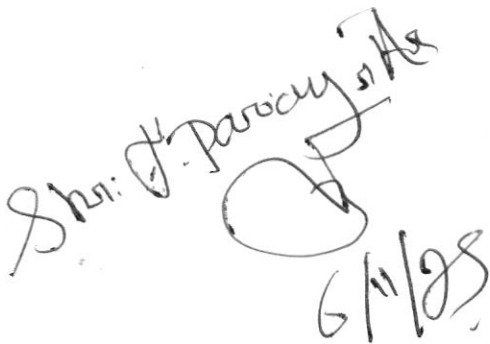
मूल परिपत्र में उल्लिखित अन्य सभी नियम और शर्तें अपरिवर्तित रहेंगी।

यह पत्र माननीय प्रधान निदेशक महोदय के अनुमोदन से जारी किया जा रहा है।

भवदीय,



वरिष्ठ प्रशासनिक अधिकारी (प्रशासन)


6/11/25Digitally signed by
Gaikwad Sanjay
Date: 04-11-2025
16:45:19

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान
भारतीय लेखापरीक्षा और लेखा विभाग
26/1, सिविल लाईन्स, नागपुर 440001

Circular - 37

No.: RCBKI/ Nagpur/ Deputation/2025-26 | 168
Date: 06-10-2025

Applications are invited for filling up the posts of Core Faculty (General), Core Faculty (IS), Sr Audit/Accounts Officer (Admn), Asst Audit/Accounts Officer (e-HRMS) in Regional Capacity Building and knowledge Institute (RCB&KI), Nagpur from eligible Officers on Deputation basis from the field offices of IA&AD as per existing rules of deputation.

The Officers on Deputation as Core Faculty and e-HRMS will be eligible for training allowance of 24 per cent of basic salary while those on deputation as Sr. AO Admin will be eligible for Deputation allowance of 10 per cent for officials coming on deputation from offices outside Nagpur or 05 per cent for officials coming on deputation from offices located in Nagpur of the basic salary as per rules. The persons on deputation may apply for the departmental quarters at Nagpur during the Period of deputation.

The eligibility criteria for the different posts to be filled in on deputation basis are:

Designation	No. of Posts	Work requirement of post	Work Experience
Sr. AO/AAO Core Faculty (General)	02	To deliver lectures, design courses, co-ordinate courses, develop study material, faculty engagement etc. for general courses	Holding similar post in any office. Experience in deliver lectures on general topics related to Audit and Accounts is desirable.
Sr. AO/AAO Core Faculty (IS)	02	To deliver lectures, design courses, co-ordinate courses, develop study material, faculty engagement etc. for IS courses	Holding similar post in any office. In-depth knowledge and experience in delivering lectures on computer-based training programs like MS Office, Oracle, CAATs- IDEA, Tableau, PL/SQL, IT Audit, Website applications etc. Position will also require developing training materials for IS Courses
Sr. AO Admin	01	To undertake all Administration related work. Salary, Allowances, Leave, discipline of staff, budget, receipts, expenditure, Hostel	Holding similar post in any office. Work experience in admin section and Knowledge in using of Computers with good communication skills are preferred.

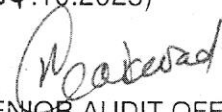
		management, contract management etc.	
AAO (e-HRMS)	01	E-HRMS related handholding with the allotted offices.	Knowledge in using of Computers and IT enabled services with good communication skills are preferred

Officials below the age of 56 as on the date of this Notification alone are eligible to apply. The applicants who have already applied earlier can also apply with fresh application. The initial deputation period will be for one year and will be extendable on annual basis. However, Regional Capacity Building and Knowledge Institute reserves the right to repatriate a person on deputation at any time if his/her performance is found to be not satisfactory.

The requirement may kindly be circulated, and applications of willing officials may be forwarded along with following documents latest by **30th October 2025**.

1. Particulars of the applicants (Biodata).
2. Vigilance clearance certificate certifying that no disciplinary/ court/vigilance case is either pending or contemplated against applicant.
3. Certified copies of ACRs/APARs dossiers for the last 05 years

(Authority: Hon'ble Principal Director order dated:- 04.10.2025)


 SENIOR AUDIT OFFICER
 CORE FACULTY (GENERAL)

Digitally signed by
 Gaikwad Sanjay
 Date: 06-10-2025
 09:53:30

REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE, RANCHI
INDIAN AUDIT & ACCOUNTS DEPARTMENT

RTI-RAN/Admin-25/Deputation/Faculty/2025-26/310
Date: 04/11/2025

To,

All Offices as per Mailing List of IA&AD.

Subject: - Deputation assignment for filling up of 01 Sr.AO/AAO post of Core Faculty-General at RCB&KI, Ranchi.

Madam/ Sir

Applications are hereby, invited from eligible and willing officials for filling up the following post on deputation basis:

Sl. No	Post	Eligibility
1	01 Post of Sr. AO/AAO as Core Faculty-General	1. Holding the post of Sr. AO/AAO 2. In depth knowledge of rules, regulations, guidelines, orders and other provisions related to Auditing. 3. Aptitude in delivering lectures. 4. Age of applicant should not be more than 56 years. 5. Basic knowledge of IT, viz MS Office, SAI Training Portal, e-Office, knowledge of holding online classes on Ms Team, V Console etc.

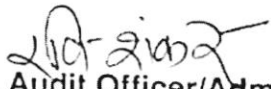
Terms & Conditions:

1. The term of deputation will be initially for five years as per HQ letter No 60-staff(App)-I/14-2023 dated 27.01.2025 and Letter No 111- staff(App)-I/14-2023 dated 14.02.2025 and extendable thereafter on yearly basis subject to the continued suitability of the official, administrative convenience of this office and as per Headquarter letter mentioned above.
2. While working at RCB&KI, the official will be entitled to deputation/training allowance as admissible. However, officials drawing MACP/NFU pay are not eligible for deputation allowance.
3. Other existing terms and conditions in respect of deputation will be applicable.
4. Applications from willing and eligible officials along with following documents may be forwarded to this office latest by **18.11.2025** for consideration:
 - a. Biodata (Format enclosed)
 - b. Certified copy of last five years APAR
 - c. Vigilance Clearance Certificate
 - d. Certificate by the Head of Office to the effect that the particulars given by the applicant are correct.

[Handwritten signature]
G.M.

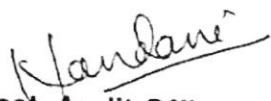
5. A reference may be invited to Headquarters circular No 269/Trg Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to the field offices on augmentation of staff (Administration and Faculty) have been issued for strict compliance. The instructions in said circular are reproduced below:
- Field offices shall display the deputation notification issued by RCB&KI on the notice boards and circulated among the staff giving reasonable time to the candidate for responding to the notification.
 - Field offices shall forward all applications received from their offices/Staff against the positions advertised by RCB&KI/RCB&KCs to the concerned Institute/Centre, without withholding any application.
 - On completion of selection process, the field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignment at RCB&KI/RCB&KCs at the earliest.
6. The initial deputation period to RCB&KI/RCB&KCs will be 5 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.

Yours faithfully,


Sr. Audit Officer/Admn.

Copy to:

- All IA&AD offices (by e-mail).
- AAO (CF-IT) for hosting on the website.
- SAO (Admn) for information and record.
- RCB&KI, Ranchi Notice Board.


Asst. Audit Officer/Admn.

Bio Data (Annexure)

1.	Name	
2.	Post Held	
3.	Date of Birth	
4.	Qualifications	

	i. Educational ii. Professional	
5.	Office to which the applicant belongs i. Parent Office ii. Present Office	
6.	Date of Entry into IA&AD	
7.	Date of promotion to the present post	
8.	Details of knowledge & experience in the field of IT.	
9.	Any achievement in the field of IT	
10.	Present Pay and Pay Level	
11.	Mobile No and official Mail ID	
12.	Permanent Address	
13.	Present Address	
14.	Any other relevant details	

Date:

Place:

Signature of applicant

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

Signature of Head of the Office (With Stamp)