

क्षेत्रीय क्षमता निर्माण एवं  
ज्ञान संस्थान, चेन्नै

भारतीय लेखा परीक्षा तथा लेखा विभाग



Regional Capacity Building and  
Knowledge Institute, Chennai

Indian Audit and Accounts Department

No.RCBKI/Admn/I/2025-26/Comp.No. 49288

Dated: 17.12.2025

To

All the Heads of the Department in IA&AD  
(As per mailing list)

Sub: Filling up of vacant posts (Non-faculty) in RCB&KI, Chennai on deputation basis -  
Reg

Sir/Madam,

The Regional Capacity Building & Knowledge Institute, Chennai, invites applications from eligible candidates to fill the vacant posts on a deputation basis as detailed below:

Sl. No.	Post	No. of Posts	Purpose	Work requirement										
1.	AAO(OM)	01	To handle the Office Management related work	<table border="1"><tr><td>1.</td><td>Holding an analogous post on regular basis.</td></tr><tr><td>2.</td><td>At least two years' experience in General Administration/Establishment/OM</td></tr><tr><td>3.</td><td>Proficient in MS Office, e-office, and PFMS</td></tr><tr><td>4.</td><td>Hostel and Canteen Management. Liaison works with CPWD.</td></tr><tr><td>5.</td><td>Purchase of all items required for the day-to-day functioning of the office and Hostel, either through GeM or through local purchase.</td></tr></table>	1.	Holding an analogous post on regular basis.	2.	At least two years' experience in General Administration/Establishment/OM	3.	Proficient in MS Office, e-office, and PFMS	4.	Hostel and Canteen Management. Liaison works with CPWD.	5.	Purchase of all items required for the day-to-day functioning of the office and Hostel, either through GeM or through local purchase.
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2. Asst Supervisor/Sr. Auditor/Sr. Accountant/ Auditor/ Accountant	04	1.	Holding an analogous post on a regular basis in the parent cadre with a minimum of five years of service.
		2.	Knowledge relating to overall work in IA&AD is necessary
		3.	Possessing knowledge and experience in operating computer applications, including e-office, e-HRMS, PFMS, GeM, iBEMS.
		4.	Having profound knowledge in administrative/establishment and Office Management matters, including Income Tax.

1. Applications should be forwarded to this office on or before **30.12.2025**, along with
  - a. Biodata (Annexure-I)
  - b. Certified copies of APARs for the last five years, duly attested on each page (Annexure-II).
  - c. Vigilance Clearance Certificate, certifying that no disciplinary, court, or vigilance case is pending or contemplated against the applicant.
2. The required documents of the eligible candidates may be scanned and sent by email by the respective parent offices to avoid postal delays.
3. The term of deputation will be initially for a period of 03 (three) years, which may be extended thereafter, subject to his/her continued suitability, administrative convenience, and Headquarters' concurrence.
4. While working at RCB&KI, Chennai, the selected official will draw his/her basic pay plus admissible Deputation allowance/Training Allowance under extant rules and regulations
5. The maximum age for appointment by deputation shall not exceed 56 years as on the date of application.
6. The officials working on deputation shall not have the right to absorption in any post in the Institution.
7. 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).
8. A reference is invited to Headquarters Circular No. 269/Trg.Div/42-A/2019 dated 18.09.2019 (attached herewith), 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 display the deputation notifications issued by RCB&KIs/RCB&KCs on the noticeboards 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 Institute/Centre concerned, without withholding any application.
- c. On completion of the selection process, the field offices shall obligatorily relieve the selected official(s) for administrative assignments at RCB&KIs/RCB&KCs at the earliest.

9. As per Hqrs office letter no 30-Staff 2024 No 55- Staff Entt.2/53-2024 dated 05.09.2024, RCB&KI Chennai follows a five-day working week.

10. RCB&KI, Chennai, reserves the right to repatriate a deputationists at any time if his/her performance is found unsatisfactory.

This issue with the approval of the Director General, RCB&KI, Chennai.

Yours faithfully,

Senior Audit Officer (Admn.)

Encl: As stated above.

**ANNEXURE – I**

**APPLICATION FOR THE POST OF ASSISTANT AUDIT/ACCOUNTS OFFICER,  
ASST SUPERVISOR, SR. AUDITOR/SR. ACCOUNTANT/AUDITOR/ACCOUNTANT**

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

Date:

Place:

(Signature of Applicant)

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

Signature of the Head of the Department (with stamp)

**Annexure II**

**ABSTRACTS OF APARs/ACRs FOR THE LAST FIVE YEARS UPTO 2024-25**

-  
(Year-wise APAR grading for the last five years to be given in respect of each official)

Sl. No.	Name & Designation	2024-25	2023-24	2022-23	2021-22	2020-21
1						
2						
3						
4						
5						

*\*If any of the APARs of the recommended Officer are not available for any of the above period, the grading for the previous period may be given in the above Annexure.*

**Indicate numerical grading's only**

**It is certified that:**

- i. I have verified the grading from the original APARs and found it to be correct.**
- ii. No vigilance or disciplinary case is either pending or contemplated against the above Officer/Officials. No major/minor penalty has been imposed on the above Officers/Officials in the past.**

**Sr. DAG/DAG/DD/Director (Admn)**

**O/o.....**

Place:

Date: