

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-II), पश्चिमबंगाल
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/ 1503

Dated: 18.12.2025

Enclosed please find following letter:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No.: RCBKI/Admn.I/2025-26/Comp.No.49288 dated 17.12.2025 and RTI-20283(U1)/1/2022-ADMN/Comp.No.53594 dated 17.12.2025 received from RCB&KI, Chennai regarding filling up the various post (Faculty & Non-Faculty) in RCB&KI, Chennai on deputation basis.	26.12.2025

Branch officers concerned are requested to bring the contents of the above letter 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.

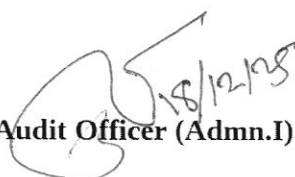
While recommending the name(s) of candidate(s), criteria/guidelines detailed in the aforesaid letters may be given due consideration.

Digitally signed by
ASHUTOSH BISWAS
Date: 18-12-2025
16:51:33
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)

 5/12/18
Assistant Audit Officer (Admn.I)

A-1/Inwood/923
dt: 18/12/25

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	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.

Shree R. Ranganathan
18/12/25

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 have verified the grading from the original APARs and found it to be correct.**
- 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:

A-1/Inward/924
dt:18/12/25

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

RTI-20283(U1)/1/2022-ADMN/Comp.No. 53591

Dated: 17.12.2025

To

All the Heads of the Department in IA&AD

(As per mailing list)

Shri. R. Ramani, Asst.
18/12/25

Sub: Filling up of vacant posts (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	Eligibility & Work Requirement
1..	AAO(IS) Post is interchangeable between Sr.AO/AAO	01	To handle classes in Information Systems related topics and other allied works from time to time.	<ol style="list-style-type: none">1. Holding an analogous post of AAO/SAO on regular basis.2. Having ample knowledge and experience in handling classes in MS Office applications, Oracle, SQL, IDEA, IT Audit, PostgreSQL, and KNIME.3. CIA or CISA qualification is preferred, and experience in IT Audit will be an added qualification4. Proficiency in the SAI portal is essential.5. Technical knowledge, both hardware and software, and proficiency in the GeM portal are desired.

2.	AAO(OIOS) Post is interchangeable between Sr.AO/AAO	02	To function as an OIOS Functional Help Desk (FHD) to field offices and support capacity building	1. Holding an analogous post (AAO/SAO) on regular basis.
				2. Having good communication skills and being well-versed in the use of OIOS
				3. Having good functional knowledge of IT tools like Excel, Word, Tableau, etc.
3	AAO(e-HRMS) Post is interchangeable between Sr.AO/AAO	02	To function as a Functional Help Desk (FHD) to the Administration sections and User Offices during the e-HRMS implementation and on boarding phase.	1. Holding analogous post (AAO/SAO) on a regular basis
				2. Proficiency in working on Information Technology applications and computers.
				3. Having experience related to Human Resources or Administration/Bills in the Department, and with experience in a computerization project.
				4. Experience in working in Administration and dealing with Service Books, etc., will be an added advantage.

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 any office on a deputation basis on normal terms and conditions shall be forwarded through their respective Parent Office(s).
8. 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.
9. 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.*
10. RCB&KI, Chennai, reserves the right to repatriate the 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.)

ANNEXURE – I

**APPLICATION FOR THE POST OF ASSISTANT AUDIT/ACCOUNTS OFFICER (IS),
ASSISTANT AUDIT/ACCOUNTS OFFICER (OIOS) & ASSISTANT AUDIT/
ACCOUNTS OFFICER (e-HRMS)**

1.	Name in full (Shri/Smt/Ms/Kum)	
2.	Present Post held	
3.	Date of entry in 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 computer, 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)

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

Indicate numerical grading only

It is certified that:

- i. **I have verified the grading from the original APARs and found 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: