

<p>क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान शक्ति नगर, जम्मू एवं कश्मीर जम्मू - 180001</p>		<p>Regional Capacity Building and Knowledge Institute Shakti Nagar, Jammu &amp; Kashmir Jammu - 180001</p>
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**No:** RCB & KI/J/A/Dep/2025-26- 527

**Dated:** 04.02.2026

सेवा में / To

**आईए एवं एडी के सभी विभागाध्यक्ष (मेलिंग सूची के अनुसार)।**

**All Heads of Departments of IA&AD (as per mailing list).**

**विषय:** आर.सी.बी एवं के.आई, जम्मू में प्रतिनियुक्ति के आधार पर रिक्त पदों को भरना।

**Subject:** Filling up vacant posts on deputation basis in RCB&KI, Jammu.

Sir/Madam,

The Regional Capacity Building & Knowledge Institute, Jammu invites applications from eligible candidates for the posts mentioned in **Annexure – I** on deputation basis.

**1. Submission of Applications:**

Applications should be forwarded to this Institute on or before **20.02.2026** along with:

- Biodata (**Annexure – II**).
- Certified copies of APARs for the last five years, (**Annexure – III**).
- Vigilance clearance Certificate, certifying 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 through email ([rtijammu@cag.gov.in](mailto:rtijammu@cag.gov.in)) by the respective parent offices to avoid postal delay.

**2. Term & Remuneration:**

- The deputation term shall be initially for a period of three years and further extension on yearly basis subject to sanction of continuity of above stated posts by Headquarters Office.
- The selection of suitable officers/officials shall be made through the appropriate selection procedure for knowledge and skill-based jobs, and the selection of the applicants shall be notified.
- RCB&KIs reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

**3. Eligibility and age limit**

- The maximum age limit for deputation should not exceed **56 years** as on the closing date of application.
- The officers / officials working on deputation shall not have the right for absorption in any post in RCB&KI, Jammu.
- 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).

**4. Compliance with Headquarters Circular**

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/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 concerned, without withholding any application.
- c) On completion of the selection process, the field offices shall obligatorily relieve the selected officer(s) for administrative assignments at RCB&KIs/RCB&KCs at the earliest.

#### **5. Restriction on Repatriations**

Clause 5 (b) regarding instructions 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 Headquarters circular No.398/Trg.Div/42A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.

**Encl:** As stated above.

Yours faithfully,



वरिष्ठ प्रशासनिक अधिकारी (प्रशासन)  
Senior Administrative Officer (Admn.)

**ANNEXURE – I**

<b>I</b>	<b>Name of the post</b>	<b>Sr. Administrative Officer (Core Faculty - IT)</b>
	<b>i. Number of Posts</b>	<b>01 (One)</b>
	<b>ii. Purpose</b>	<b>To handle work related to Core Faculty - IT and any other work assigned by PD, RCB&amp;KI, Jammu.</b>
	<b>iii. Requirements</b>	a) Holding analogous posts on regular basis in the parent cadre. b) Possessing in-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, Microsoft Office, Website applications etc.) and the aptitude to deliver lectures. c) Experience in IT Audit and knowledge in working with Data Analytics software such as Tableau, Knime, Qlik view is desirable. d) Possessing ability in the maintenance of IT Systems, Website and familiarity with e-office. e) Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and case studies for IT courses.
<b>II</b>	<b>Name of the post</b>	<b>Sr. Administrative Officer (Core Faculty-Training)</b>
	<b>i. Number of Posts</b>	<b>01 (One)</b>
	<b>ii. Purpose</b>	<b>To handle Trainings related work and any other work assigned by PD, RCB&amp;KI, Jammu.</b>
	<b>iii. Requirements</b>	a) Holding analogous posts on regular basis in the parent cadre. b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. c) Possessing knowledge of: <ol style="list-style-type: none"> <li>i. Preparation of course, schedule, coordinating &amp; conducting courses, preparation of course material, handouts, audio-visual aids.</li> <li>ii. Preparation of Structured Training Modules (STMs) and Case Studies on allotted subjects/courses.</li> <li>iii. Correspondence work relating to Administrative Sanction of Director General regarding payment of Honorarium to Resource Persons/Guest Faculties in respect of courses coordinated.</li> <li>iv. Correspondence/consolidation work relating to submission of Performance Monitoring Framework (PMF) on RCB&amp;KI, Jammu to CAG's office.</li> <li>v. Handling sessions in General Courses as per approved course schedules.</li> <li>vi. Developing courseware on the allotted Knowledge Centre Topics.</li> </ol> d) Good interpersonal and communication skills for administrative correspondence.
<b>III</b>	<b>Name of the post</b>	<b>Sr. Administrative Officer (Core Faculty-General)</b>
	<b>Number of Posts</b>	<b>01 (One)</b>
	<b>Purpose</b>	<b>To handle work related to Core Faculty - IT and any other work assigned by PD, RCB&amp;KI, Jammu.</b>
	<b>Requirements</b>	a) Holding analogous posts on regular basis in the parent

		cadre. b) Possessing knowledge of: i. Preparation of course, schedule, coordinating & conducting courses, preparation of course material, handouts, audio-visual aids. ii. Preparation of Structured Training Modules (STMs) and Case Studies on allotted subjects/courses. iii. Correspondence/consolidation work relating to submission of Performance Monitoring Framework (PMF) on RCB&KI, Jammu to CAG's office. iv. Handling sessions in General Courses as per approved course schedules.
<b>IV</b>	<b>Name of the post</b>	<b>Sr. Administrative Officer (Administration)</b>
	<b>Number of Posts</b>	<b>01 (One)</b>
	<b>Purpose</b>	<b>To handle work related to Administration and any other work assigned by PD, RCB&amp;KI, Jammu.</b>
	<b>Requirements</b>	a) Holding analogous posts on regular basis in the parent cadre. b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. c) Knowledge of: i. Strong administrative and personnel management skills. ii. Knowledge of GFR, procurement rules, budgeting, and financial compliance. iii. Proficiency in e-Office, PFMS, e-HRMS, and MS Office tools. iv. Excellent communication, coordination, and report drafting abilities. v. Leadership and team management experience. vi. Familiarity with policy implementation, audit standards, and record management. d) Good interpersonal and communication skills for administrative correspondence.
<b>V</b>	<b>Name of the post</b>	<b>Sr. Administrative Officer (Core Faculty-KC)</b>
	<b>Number of Posts</b>	<b>01 (One)</b>
	<b>Purpose</b>	<b>To handle work related to Defence Audit (KC) and any other work assigned by PD, RCB&amp;KI, Jammu.</b>
	<b>Requirements</b>	a) Holding analogous posts on regular basis in the parent cadre. b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. c) Knowledge of: i. Defence Audit procedures and practices. ii. Design and prepare course schedules, coordinate and conduct training programs, and develop course materials, handouts, and audio-visual aids. iii. Develop Structured Training Modules (STMs) and Case Studies for assigned subjects and courses. iv. Handle correspondence and consolidation work related to submission of the Performance Monitoring Framework (PMF) of RCB&KI, Jammu to the CAG's

		office. v. Deliver sessions in Defence Courses as per the approved training schedule. Good interpersonal and communication skills for administrative correspondence.
<b>VI</b>	<b>Name of the post</b>	<b>Sr. Auditor / Sr. Accountant/ Auditor/ Accountant</b>
	<b>i. Number of Posts</b>	<b>02 (Two)</b>
	<b>ii. Purpose</b>	<b>To support the administrative and training operations of the Institute</b>
	<b>iii. Requirements</b>	a) Holding analogous posts on regular basis in the parent cadre. b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. c) Knowledge of: i. iBEMS (Integrated Budget & Expenditure Monitoring System). ii. PFMS (Public Financial Management System). iii. TA/DA and bill processing. iv. Tendering and Procurement Rules (GFR 2017). v. Hospitality and other Establishment matters. d) Good interpersonal and communication skills for administrative correspondence.



**वरिष्ठ प्रशासनिक अधिकारी**  
**Senior Administrative Officer**

**ANNEXURE - II**

**Application for the post –**

1.	Name in full (Sh./Smt./Ms./Kum.)	
2.	Present Post held	
3.	Date of entry into Government Service	
4.	Date of entry into 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.	Present Address	
9.	Permanent 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	

तारीख/Date: \_\_\_\_\_

स्थान/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)

**ANNEXURE III**

**ABSTRACTS OF APARs/ACRs FOR THE LAST FIVE YEARS**

(Year-wise APAR grading for the FIVE\* years to be given in respect of each official)

S. No.	Name & Designation	2024-25 <sup>1</sup>	2023-24	2022-23	2021-22	2020-21	2019-20
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:** \_\_\_\_\_

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<sup>1</sup> *If APAR for 2024-25 is available, the same may be provided and 2019-20 may be ignored.*