

Filling up of vacancies in on deputation basis.

Applications invited from:

All interested and eligible officers/officials only.

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section:

RCB&KI, Jammu-28.06.2024

AG (Audit), Sikkim-14.06.2024

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

No: RCB & KI/J/A/2024-25/Dep/155
Dated: 05-06-2024

To

CAG-All Offices (as per mailing list),

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

Madam/Sir,

The applications are again invited from the desirous candidates for the 02 posts of Clerk/Typist 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/Typist	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 **06-07-2024**
 - i) Bio-Data (in the enclosed format)
 - 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.
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.

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

Yours faithfully,

Sd/-

Sr. Administrative Officer (Admn)



कार्यालय महालेखाकार (लेखापरीक्षा), सिक्किम, लेखापरीक्षा भवन,
गांतोक - ७३७१०२

Office of the Accountant General (Audit), Sikkim
Lekhapriksha Bhawan, Deorali,
Gangtok – 737102

No.: ADMN(AU)/U-IV/Deptn-In/2022-23/119

Dated: 05 JUN 2024

सेवा में,

भारतीय लेखा एवं लेखापरीक्षा विभाग के सभी कार्यालय अध्यक्ष

विषय: महालेखाकार (लेखापरीक्षा) सिक्किम, गंगटोक के कार्यालय में प्रतिनियुक्ति के आधार पर सहायक लेखापरीक्षा अधिकारी (स्तर 8) के पद को भरने के सम्बन्ध में।

महोदय/महोदया,

Applications are invited for filling up vacancy in the cadre of Assistant Audit Officer (Civil) (Level 8) (Rs 47600- 151100) from the officers working in the Indian Audit and Accounts Department with the following eligibility criteria:

- (i) holding analogous post of Assistant Audit Officer or Assistant Accounts Officer in Level 8 in pay matrix (Rs 47600- 151100) ; or
- (ii) who, has passed the Subordinate Audit Service or Subordinate Accounts Service Examination under other Cadre Controlling Authority in the Indian Audit and Accounts Department or an equivalent examination in any Organised Accounts Cadre under the Government of India.

Note:-

1. The deputation will be initially for a period of 1 year extendable on annual basis subject to administrative convenience.
2. The officer can be repatriated at any time based on administrative convenience.
3. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

4. The period of deputation including the period of deputation in another *ex-cadre* post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.

The applications from the eligible officers along with their bio-data (in the prescribed proforma), certified copies of APARs for the last five years, integrity certificate and vigilance clearance may be forwarded to this office through proper channel latest by 20.06.2024.

यह पत्र महालेखाकार के अनुमोदन से जारी किया जाता है ।


वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन

**APPLICATION FOR THE POST OF ASSISTANT AUDIT OFFICER IN THE O/O THE
ACCOUNTANT GENERAL (AUDIT) SIKKIM, GANGTOK**

BIO-DATA

- 1. Name of the Applicant:**
- 2. Date of Birth:**
- 3. Father's Name:**
- 4. Date of Appointment in Govt. Service:**
- 5. Permanent Home Address:**

- 6. Present Address/Mob No.-**

- 7. E-mail (official):**
- 8. Educational Qualification:**
- 9. Post held with pay scale & date from holding the present post:**

- 10. Work Experience:**

- 11. Please state whether the applicant belongs to SC/ST/OBC:**

SIGNATURE OF APPLICANT