



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान  
(आई.ए & ए.डी) पूर्वोत्तर क्षेत्र: लखतलेत कम्प्लेक्स, शिलांग - 793003  
REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE  
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10 JAN 2024

**CIRCULAR**

Applications, through proper channel (i.e. duly forwarded with approval of the cadre-controlling officer), are invited from eligible candidate for filling up the following posts in RCB&KI, Shillong on deputation basis:

Sl. No.	Posts	No. of Post	Purpose	Eligibility/Requirement
1.	<ul style="list-style-type: none"> <li>AAO for the eHRMS Functional Help Desk.</li> <li>The post will be interchangeable between Sr. AO &amp; AAO</li> </ul>	01	The SAO/AAO shall be function as Functional Help Desk to the Admins and Employees of RTI, Shillong User Offices during the eHRMS implementation and on boarding phase.	<ul style="list-style-type: none"> <li>Holding analogous post of AAO/SAO.</li> <li>Proficiency in working on Information Technology (IT) applications and computer. Weightage will be given to applicants having experience related to Human Resources or Administration/Bills in the Department and to those with experience in computerization project.</li> <li>The applicants with 56 years of age or above should not apply for the deputation post.</li> </ul>

**Brief work Profile:** The main features of the eHRMS application are digitization and automatic updation of employees' Service Books like personal information, various declarations, LTC, Loans and Advance, leave application and joining, various types of reimbursement, e-tour, etc, through online services.

**Terms of deputation & selection process.**

1. The deputation period will initially be up to **28.02.2025**, which may be extendable by the competent authority subject to continued suitability and administrative convenience. RTI, Shillong, however, reserves the right to repatriate a deputationist at any time, if his/er performance is found unsatisfactory.
2. Deputation Allowance would be admissible as per instructions prevailing from time to time.
3. Suitable candidates may need to appear in an online interview to be conducted by the IS Wing of Headquarters prior to selection for the deputation post.
4. Applications of all interested and eligible officers may kindly be forwarded to

RCB&KI, Shillong along with the following documents latest **29 February 2024**.

- (a) Bio-data of applicant in enclosed format.
- (b) Vigilance/Disciplinary clearance certificate: It may be certified that no Disciplinary/ Vigilance/Court Case is either pending or being contemplated against the applicant.
- (c) Attested copies of APARs dossiers for the last five years.

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 position in RTIs/RTCs were issued. The important issues addressed by Headquarters office in the said circular are as under:

- Field offices shall display the deputation notifications issued by RCB&KCs/ RCB&KIs in their notice boards.
  - Field offices shall circulate the notification among the staff by giving reasonable time to candidates for responding to the notification.
  - Field offices shall forward all applications received from their officers against the positions advertised by RTIs/ RTCs without withholding any application.
  - On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RCB&KCs/ RCB&KIs at the earliest.
5. Wide publicity may please be given to this notification to encourage participation of officers for the assignment in RCB&KI, Shillong.

This issues with the approval of Director General.

**Yours faithfully,**

  
**Core Faculty (Admn)**

सेवा में/To

**IA&AD के सभी विभागाध्यक्ष,  
(मेलिंग सूची के अनुसार)।  
All Heads of Departments of IA&AD,  
(As per mailing list).**



**Application for the post of SAO/AAO (eHRMs)**

1.	Name	
2.	Designation	
3.	Date of birth	
4.	Qualification (i) Educational: (ii) Professional:	
5.	Name of office to which the officer belongs  i. Parent office: ii. Office in which working at present.	
6.	Whether the officer belongs to SC/ST. If yes, please mention category.	
7.	Date of entry into Govt. Service	
8.	Date of entry into IA&AD	
9.	Date & Year of passing SOG Examination (please mention whether Commercial, Civil, Accounts, Railway, Postal or Defence Audit)	
10.	Date of promotion as AAO/SAO	
11.	Number of years completed in the grade as on date:  a. AAO b. Sr.AO	
12.	Present pay	
13.	Experience	
14.	Details of other exam(s) passed	
15.	Proficiency in Computer. Details may be given	
16.	Contact details (Mobile and email)	

The information furnished above is correct to the best of my knowledge.

**Signature of the Candidate**