



केन्द्रीय क्षमता निर्माण एवं ज्ञान संस्थान
(आई.ए & ए.डी) पूर्वोत्तर क्षेत्र: लखतलेत कम्प्लेक्स, शिलांग - 793003
REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE
IA&AD NE REGION: LACHATELETTE COMPLEX, SHILLONG-793003
Phone: 9364-2222594, 2210103 Email: rtishillong@cg.gov.in



No. RCB&KI/Deptn./1-1/Vol.XI/2023-24/ 14

30 JAN 2024

CIRCULAR

Application 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"> AAO for the One IAAD One System (OIOS). The post will be interchangeable between Sr. AO & AAO | 01 | The AAO/SAO shall be responsible for support, capacity building, hand holding and as functional OIOS helpdesk for CAG HQ Office, field and branch offices. | <ul style="list-style-type: none"> Holding analogous post of AAO/SAO. AAO/SAO with wide exposure to Audit and comfortable in using IT systems shall be preferred for the post. Specialized technical qualifications in computer are highly desirable. The applicants with 56 years of age or above should not apply for the deputation post. |

Terms of deputation & selection process.

- Deputation Allowance would be admissible as per instructions prevailing from time to time.
- The nature of work may require travel to Delhi and outstation.
- 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 RCB&KI 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&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 RCB&KIs 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&KI at the earliest.

- The deputation shall be for a period from the date of entertainment to **28.02.2025**.

4. Wide publicity may please be given to this notification to encourage participation of officers for the assignment in RTI, Shillong.

The application of officers willing to serve in RTI, Shillong in the above-mentioned capacity may kindly be forwarded along with the following documents-

- a. Bio-date of Candidate (in enclosed format).
 - b. Certificate to the effect that particulars given by the applicant is correct.
 - c. Vigilance/Disciplinary clearance certificate: It may be certified that no Disciplinary/Vigilance/Court Case is either pending or being contemplated against the applicant.
 - d. Integrity certificate.
 - e. Certified copies of APARs dossiers for the last 5 years
5. Selection of the candidate will be finalized in consultation with Chief Technology Officer.

Hence, it is requested to kindly forward the applications of willing officers who fulfill the above criteria, in the enclosed proforma along with your recommendation latest by **31 March 2024**.

This issue with the approval of Director General.

Encl: As above.

Yours faithfully,


Core Faculty (Admn.)

To

All Heads of Departments of IA&AD,
(As per mailing list).

Application for the post of SAO/AAO (OIOS)

| | | |
|-----|---|--|
| 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. SAO | |
| 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