

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
NEW DELHI**

No. 1436 –Staff (App)-I/01-2025/Vol.I

Dated: 25.08.2025

To

1. All the Heads of Department in IA&AD
2. Principal Director (Commercial)-I
3. Director (P)

Subject: Filling up the post of Additional Deputy Chief Auditor in NDMC, New Delhi on deputation basis.

Sir / Madam,

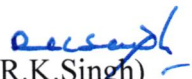
I am directed to forward the vacancy circular issued by NDMC, New Delhi to fill up the post of Additional Deputy Chief Auditor on deputation basis vide letter No. NDMC/CA/2025-26/D-71 dated 20.08.2025 (*copy enclosed*)

2. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for such posts on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022. The recommendations accompanied with the necessary documents / certificates (as detailed in the vacancy circular) may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 01.09.2025**. Applications received after 01.09.2025 will not be considered under any circumstance.

3. In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department.

Yours faithfully,

Encls:-As above


(R.K.Singh)

Sr. Administrative Officer (Staff App-I)

**OFFICE OF THE CHIEF AUDITOR
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI**

No. NDMC/CA/2025-26/D-71

Dated: 20.08.2025

To,

**Assistant Comptroller and Auditor General of India (ACN),
Office of Comptroller & Auditor General of India,
9, Deen Dayal Upadhyay Marg,
New Delhi-110124.**

Subject: Extension of date of application for filling up one post of Addl. Dy. Chief Auditor on deputation basis.

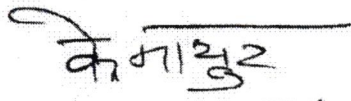
Sir,

Vacancy circular no. I/160448/2025 dated 01.07.2025 for filling up of one post of Addl. Dy. Chief Auditor in NDMC on deputation basis was communicated vide D.O. No. CA/2025-26/62 dated 04.07.2025. In this regard, it is informed that the last date of receipt of application in NDMC is further extended upto 07.09.2025.

This is for information and necessary action at your end.

Encl: As above

Yours faithfully,


20/8/25
Chief Auditor
Kartikaye Mathur, IAAS
Chief Auditor
New Delhi Municipal Council
Palika Kendra, New Delhi

Com. No. 3287226

File No. A-12034/3/2017-Secy-Estt. e- 3577
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA:NEW DELHI
SECRETARY ESTABLISHMENT
VACANCY CIRCULAR EXTENSION OF TIME

To,

1. The Secretary, Ministry of Home Affairs, North Block New Delhi-110001.
2. The Secretary, Department of Personnel & Training, Government of India North Block New Delhi-110001.
3. The Secretary (Services), Govt. of NCT of Delhi, New Delhi
4. The Principal Director (Staff), Office of the CAG of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi
5. The Controller General of India, Lok Nayak Bhawan, Lodhi Road, New Delhi
6. The Principal Director Commercial Audit & Ex. Officio Member, Audit Board, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110124.
7. The Principal Secretary (Finance), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
8. The Controller General Defence Accounts, Ulan Batra Road, Palam, Delhi Cantt., New Delhi
9. The Controller General Defence A/Cs, West Block, R.K. Puram, New Delhi.
10. The Director General Postal A/Cs, Department of Post, Dak Bhawan, Sansad Marg, New Delhi.

Subject: Filling up of one post of Additional Deputy Chief Auditor on deputation basis in New Delhi Municipal Council - reg.

Sir,

I am directed to refer to the subject cited above and to inform that the last date of receipt of application for filling up the post of Additional Deputy Chief Auditor in NDMC on deputation basis which was invited vide Vacancy Circular No. A-12034/3/2017-Secy-Estt. e file- 3577 dated 01.07.2025, is further extended upto 07.09.2025.

Yours faithfully,

Digitally signed by
SATISH KUMAR
Date: 19-08-2025
09:59:37

Jt. Director (MR Cell)
Tel. No. 011-23364210

Copy to :-

- 1. Jt. Director (IT) is requested to upload the above vacancy circular on the website of NDMC**
- 2. PS to Chairman for information**
- 3. PS to Secretary for information**

A-12034/3/2017-Secy-Estt.

60448/2025

A-12034/3/2017-Secy-Estt. e file- 3577
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
SECRETARY'S ESTT. BRANCH

VACANCY CIRCULAR

To,

1. The Secretary, Ministry of Home Affairs, North Block New Delhi-110001.
2. The Secretary, Department of Personnel & Training, Government of India North Block New Delhi-110001.
3. The Secretary (Services), Govt. of NCT of Delhi, New Delhi
4. The Principal Director (Staff), Office of the CAG of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi
5. The Controller General of India, Lok Nayak Bhawan, Lodhi Road, New Delhi
6. The Principal Director Commercial Audit & Ex. Officio Member, Audit Board, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110124.
7. The Principal Secretary (Finance), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
8. The Controller General Defence Accounts, Ulan Batra Road, Palam, Delhi Cantt., New Delhi
9. The Controller General Defence A/Cs, West Block, R.K. Puram, New Delhi.
10. The Director General Postal A/Cs, Department of Post, Dak Bhawan, Sansad Marg, New Delhi.

Subject: Filling up of one post of Additional Deputy Chief Auditor on deputation basis in New Delhi Municipal Council - reg.

Sir/Madam,

It is proposed to fill up one post of Additional Deputy Chief Auditor, in pre-revised PB-3: Rs.15600-39100 with Grade Pay of Rs.6600/-(revised in 7th CPC Level 11 Matrix Rs.67,700-2,08,700), in New Delhi Municipal Council on deputation basis for a period of three years. The period of deputation can be extended/curtailed as per requirement. For the eligibility conditions/details of the post of Additional Deputy Chief Auditor on deputation in NDMC, as per RRs is as under:-

2. Deputation:

Officers of the Central/State Governments/UTs.-

(a) (i) holding analogous post on regular basis in the parent cadre/department; or
(ii) with five years service in the grade rendered after appointment thereto on a regular basis in pay band-3 Rs. 15600-39100/- with grade pay Rs.5400/- or equivalent in the parent cadre/department; and

(b) possessing any one of the following educational qualifications, -

(i) passed Subordinate Accounts Services examination or equivalent examination

conducted by an organised accounts department of the central government; or

(ii) successful completion of training in cash, accounts and budget work in the Institute of Secretariat Training and Management or equivalent and possessing five year' experience in cash, accounts, budget and audit work.

Note – 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the central government shall ordinarily not to exceed four years the maximum age limit for appointment by deputation shall not be exceeding 56 years on the closing date of receipt of applications.

Note – 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January 2006/the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended, based on the recommendation of the pay commission except where there has been merger of more than on pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.

3. The departmental officers in feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

4. The circular along with the Proforma (Annexure) may also be downloaded from the NDMC website : www.ndmc.gov.in.

5. Applications alongwith Curriculum Vitae of the candidates and attested copies of their qualifications and experience certificates, APARs for last 05 years, Vigilance/Integrity certificate and cadre clearance must reach through proper channel in the Office of Director (Personnel-I) Room No. 5016, 5th Floor, NDMC, Palika Kendra, Sansad Marg, New Delhi-01 latest by **08.08.2025**. The envelope containing application should be superscripted "APPLICATION FOR THE POST OF ADDITIONAL DEPUTY CHIEF AUDITOR"

6. Applications received after the closing date or without any of the aforesaid documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected.

Signed by

Hari Singh,

Date: 01-07-2025 11:02:13

Dy. Director (Estt.)

Encls. : As above.

Copy to :

1. Director (IT) is requested to upload the above vacancy circular on the website of

A-12034/3/2017-Secy-Estt.

160448/2025

NDMC

2. PS to Chairman for information

3. PS to Secretary for information

ANNEXURE-I

BIO-DATA CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)		
2. Date of Birth (in Christian era)		
3.i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4. Educational Qualifications		
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/ experience possessed by the officer
Essential		Essential
A) Qualification		A) Qualification
B) Experience		B) Experience
Desirable		Desirable
A) Qualification		A) Qualification
B) Experience		B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the Administrative Ministry/ Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.		
5.2 In the case of Degree and Post Graduate Qualifications Elective/main Subjects and subsidiary subjects may be indicated by the candidate.		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
6.1 Note: Borrowing Department are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.		

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	* Pay Band and grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience requested for the post applied for

* Important: Pay band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have drawn by the Candidate may be indicated as below;

Office/Institution	Pay, Pay Band, and	From	To
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	Grade Pay drawn under ACP/MACP Scheme		

8. Nature of present employment i.e. Ad-hoc of Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p>9.1 Note: In case of Officer already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cade Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basic Pay in the PB	Grade Pay	Total Emoluments	

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional information, if any relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)		
17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption" Candidates of non-Government Organization are eligible only for Short Term Contract)		
# (The option of STC /Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or " Re-employment").		
18. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details

provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Signature of the candidate

Cadre _____

Email: _____

Mobile _____

Address _____

Date _____

Certification by the Employer /Cadre Controlling Authority

The information / details provide in the above application by the applicant are true and correct as per the facts available on records. He/ She possess educational qualification and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/ photocopies of the of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major /minor penalty has been imposed on him/her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer / Cadre Controlling Authority with Seal)

कार्यालय प्रधान महालेखाकार
(लेखापरीक्षा II),
तमिलनाडु व पुदुचेरी



OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (AUDIT II),
TAMIL NADU & PUDUCHERRY

No.PAG (Audit-II)/Admn./VII/7-378/2025-26/26 14-08-2025

NOTIFICATION

Applications are invited from Retired Senior Audit Officers (Commercial) and (Civil), Retired Assistant Audit Officers (Civil) to work on short term contract basis as consultants in the Office of the Principal Accountant General (Audit II), Tamil Nadu & Puducherry, Chennai in accordance with terms and conditions prescribed by Headquarters Office Circular No.25-2025, issued vide Lr.No.1180-Staff (App.)-I/22-2016, dated 08.07.2025.

The following broad terms and conditions will be applicable to the contractual Officers/Officials: -

1. Age should not be beyond 65 years.
2. Retired persons would be initially hired for a period of one year, subject to performance and requirement of service extendable up to a maximum of five terms or 65 years of age.
3. Remuneration and allowances payable will be governed by OM No.3-25/2020-E.III A dated 09.12.2020, issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi, which is as under.
 - (a) The retired officers/officials shall be paid a fixed monthly amount, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged for the term of the contract.
 - (b) An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.
 - (c) No annual increment/ percentage increase, Dearness allowance and House Rent Allowance shall be allowed during the contract.

4. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service to the retired Officer / officials hired on short term contract basis. Accumulation of leave beyond a calendar year may not be allowed. However, absence during curfew, bandh strike and lockdown should be dealt with in a similar way as in the case of serving officers / officials.

5. If retired officer / official hired on short term basis remain absent, beyond paid leave in a month for reasons other than those indicated above, his/her remuneration shall be deducted on pro-rata basis as under :

Fixed monthly remuneration X No. of days of absence on working days

22

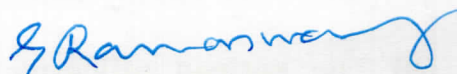
6. Statutory deductions levied by the Union/State Government shall be made as per rules.

7. The appointment will be purely on temporary basis and is subject to termination at any time.

8. The retired Officers / officials selected to be hired on short term contract basis shall sign an agreement of confidentiality containing a clause on Ethics and integrity.

Retired Officers of the IA&AD, who are fulfilling the eligibility criteria and willing for the above assignments, may submit their Bio-data. Applications duly filled in all respects must reach the undersigned either by post or through email at sao-admin.tmn.au@cag.gov.in **latest by 31.08.2025.**

(vide orders of Principal Accountant General)



Deputy Accountant General (Admn)

Encl : Application form

Copy to:

1. Notice Board
2. Data Manager/ISTC (for uploading the Notification on the official website)
3. All Heads of Department in IA&AD as per mailing list (Except overseas offices)

APPLICATION FORM

AFFIX
RECENT
PASSPORT
SIZE
PHOTO

Sl. No.	Particulars	
1	Name of the Retired Officer / official Residential address for communication, email id Mobile Phone No.	
2	Date of Birth	
3	Qualification a) Educational b) Professional	
4	Date of entry into Government service	
5	Name of the Office from which retired	
6	Length of Service	
7	Date of Retirement	
8	Post held at the time of Retirement	
9	In case of Voluntary retirement, ground on which retired	
10	Experience	Attach separate sheet along with copies of APARs for 5 years
11	Additional information, if any, on Professional Experience training, work relevant to the post	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Date

SIGNATURE OF APPLICANT



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, राँची

भारतीय लेखापरीक्षा एवं लेखा विभाग

Regional Capacity Building and Knowledge Institute, Ranchi-834002

Indian Audit and Accounts Department

No. RTI-RAN/Admn.-24/Deptn/Non Faculty/2025-26/206 Date: 11.08.2025

11.08.2025

सेवा में,

समस्त विभागाध्यक्ष,

भारतीय लेखा एवं लेखापरीक्षा विभाग के समस्त कार्यालय,

विषय :- संस्थान में कनिष्ठ अनुवादक की एक(01) नियमित अस्थायी रिक्त पदों को प्रतिनियुक्ति के आधार पर भरे जाने के संबंध में

Subject: - Regarding the filling of one (01) regular temporary vacant post of Junior Translator on deputation basis.

महोदय/महोदया Sir/Madam,

उपरोक्त विषय के संबंध में मुख्यालय कार्यालय के पत्र संख्या 751/स्टाफ(एस एवं आर)/सी.सी./131 (A)-2013 दिनांक 23-07-2025 के संदर्भ में, क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, राँची में प्रतिनियुक्ति के आधार पर नीचे उल्लेखित पद को भरने के लिए उचित माध्यम(कैंडर नियंत्रण अधिकारी की मंजूरी के साथ विधिवत अग्रेषित) से आवेदन आमंत्रित किए जाते हैं।

A reference is cited to Headquarters' office letter No: 751/स्टाफ(एस एवं आर)/सी.सी./131 (A)-2013 dated 23.07.2025 regarding the subject mentioned above. In view of this, Applications are invited to fill up the below mentioned post in Regional Capacity Building & Knowledge Institute, Ranchi on deputation basis through proper channel (duly forwarded with approval of the cadre controlling officer).

Sl.No./क्र.सं.	Post/पद	No of Post/ पदों की संख्या	Eligibility/Requirement योग्यता/आवश्यकता
1	Junior Translator कनिष्ठ अनुवादक	01 (एक)	<ul style="list-style-type: none"> Holding analogous post on regular basis. नियमित आधार पर समरूप पद पर कार्यरत हो At least two years' experience in Rajbhasha/Translation related work. राजभाषा/अनुवाद संबंधित कार्य में कमसे कम दो वर्ष का अनुभव Proficient in MS Office & e-office. एम एस ऑफिस और ई-ऑफिस में प्रवीणता

			<ul style="list-style-type: none"> • Knowledge of Kanthasth & Bhashini • कंठस्थ और भाषिनी का ज्ञान • Ability to handle hindi reports, hindi translation, Rajbhasha related work, and other Rajbhasha/Admin matters • हिंदी रिपोर्ट, हिंदी अनुवाद और राजभाषा संबंधी ज्ञान, अन्य राजभाषा/ प्रशासनसम्बन्धी मामलों को संभालने की क्षमता
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All the IA&AD offices are requested to follow the instructions of the Headquarters circular Hqrs circular no. 11/Trg. Div./42-A/2023, dated 02.05.2023 and No. 398/Trg. Div./42-A/2019, dated: 14.07.2020.

सभी कार्यालयों से अनुरोध है कि मुख्यालय के परिपत्र सं. 11/Trg. Div./42-A/2023, दिनांक 02.05.2023 तथा No. 398/Trg. Div./42-A/2019, दिनांक 14.07.2020 के निर्देशों की पालना करें।

Terms of deputation & selection process:

1. The deputation period initially up to **28.02.2026** which is extendable subject to willingness of the employee and at the discretion of the competent authority. However, the Regional Capacity Building & Knowledge Institute, Ranchi reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

1. प्रारम्भिक प्रतिनियुक्ति अवधि दिनांक 28.02.2026 तक रहेगी। जिसे मुख्यालय की अनुमति से वार्षिक आधार पर कर्मचारी की इच्छा और सक्षम प्राधिकारी के विवेक पर आगे बढ़ाई जा सकती है। हालाँकि, अगर प्रतिनियुक्त कर्मचारी का प्रदर्शन (performance) असंतुष्ट पाया जाता है तो क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, रांची को उसको वापस मूल कार्यालय भेजने का अधिकार होगा।

2. Maximum age for appointment by deputation shall not exceed 56 years as on date of application. The officials working on deputation basis shall not have the right for absorption in any post in the Institution. 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.

2. प्रतिनियुक्ति पर नियुक्ति के लिए अधिकतम आयु आवेदन की तिथि को 56 वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति के आधार पर कार्यरत अधिकारियों को संस्थान में किसी भी पद पर समावेश होने का अधिकार नहीं होगा। कार्यालय में सामान्य नियम एवं शर्तों पर प्रतिनियुक्ति के आधार पर कार्यरत अधिकारियों के आवेदन उनके संबंधित मूल कार्यालय के माध्यम से अग्रेषित किये जायेंगे।

3. While working at RCB&KI, the official will be entitled to deputation allowance as admissible. However, officials drawing MACP/NFU pay are not eligible for

Deputation allowance.

3. क्षमता निर्माण एवं ज्ञान संस्थान, रांची में कार्यरत रहते हुए, अधिकारी प्रतिनियुक्ति भत्ते के पात्र होंगे। हालाँकि, एमएसीपी /एनएफयू वेतन पाने वाले अधिकारी प्रतिनियुक्ति भत्ते के पात्र नहीं हैं।

4. Other existing terms and conditions in respect of deputation will be applicable.

4. प्रतिनियुक्ति के संबंध में अन्य विद्यमान नियम एवं शर्तें लागू होंगी।

5. A reference may be invited to Headquarters circular No 269/Trg Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to the field offices on augmentation of staff (Administration and Faculty) have been issued for strict compliance. The instructions in said circular are reproduced below:

- i. Field offices shall display the deputation notification issued by RCB&KI on the notice boards and circulated among the staff giving reasonable time to the candidates for responding to the notification.
- ii. Field offices shall forward all applications received from their offices/Staff against the positions advertised by RCB&KI/RCB&KCs to the concerned Institute/Centre, without withholding any application.
- iii. On completion of selection process, the field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignment at RCB&KI/RCB&KCs at the earliest.
- iv. The initial deputation period to RCB&KI/RCB&KCs however, reserves the right to repatriate a deputationist at time, if his/her performance is found unsatisfactory.

5. मुख्यालय के परिपत्र संख्या 269/प्रशिक्षण प्रभाग/42-ए/2019 दिनांक 18.09.2019 का संदर्भ आमंत्रित किया जाए, जिसमें क्षेत्रीय कार्यालयों को कर्मचारियों (प्रशासन और संकाय) की वृद्धि के संबंध में सख्त अनुपालन हेतु विस्तृत निर्देश जारी किए गए हैं। उक्त परिपत्र में दिए गए निर्देश नीचे पुनः प्रस्तुत हैं:

- i) क्षेत्रीय कार्यालय क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, द्वारा जारी प्रतिनियुक्ति अधिसूचना को नोटिस बोर्ड पर प्रदर्शित करेंगे और उम्मीदवारों को अधिसूचना का जवाब देने के लिए उचित समय देते हुए कर्मचारियों के बीच प्रसारित करेंगे।
- ii) क्षेत्रीय कार्यालय आरसीबीएंडकेआई/आरसीबीएंडकेसी द्वारा विज्ञापित पदों के लिए अपने कार्यालयों/कर्मचारियों से प्राप्त सभी आवेदनों को बिना किसी आवेदन को रोके संबंधित संस्थान/केंद्र को अग्रेषित करेंगे।
- iii) चयन प्रक्रिया पूरी होने पर, क्षेत्रीय कार्यालय चयनित अधिकारियों को आरसीबीएंडकेआई/आरसीबीएंडकेसी में शिक्षण/प्रशासनिक कार्यभार के लिए यथाशीघ्र कार्यमुक्त करेंगे।
- iv) आरसीबी और केआई/आरसीबी और केसी में प्रारंभिक प्रतिनियुक्ति अवधि, तथापि, किसी प्रतिनियुक्तिकर्ता को उस समय प्रत्यावर्तित करने का अधिकार सुरक्षित रखती है, यदि उसका प्रदर्शन असंतोषजनक पाया जाता है।

6. The application of officials willing to serve in Regional Capacity Building & Knowledge Institute, Ranchi in the above-mentioned capacity may kindly be forwarded along with the following documents **latest by 08.09.2025.**

6. उपर्युक्त कार्य दक्षता अनुसार क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, रांची में सेवा देने के इच्छुक अधिकारियों के आवेदन को निम्नलिखित दस्तावेजों के साथ कृपया दिनांक 08.09.2025 तक भेजें।

I. Particulars of applicant/Bio-data (Annexure enclosed).

आवेदक/ बायो-डेटा(संलग्न) केविवरण।

II. Vigilance clearance Certificate: It may be certified that no Disciplinary/Court/Vigilance case is pending or contemplated against the applicant.

सतर्कता मंजूरी प्रमाण पत्र : यह प्रमाणित किया जा सकता है कि आवेदक के खिलाफ कोई अनुशासनात्मक/ न्यायालय / सतर्कता का मामला लंबित या विचाराधीन नहीं है।

III. .Attested copies of ACRs/APARs dossier for the last 5 years i.e. (Year 2024-25, 2023-24, 2022-23, 2021-22 & 2020-21).

पिछले 5 वर्षों के लिए ACRs/APARs dossier की सत्यापित प्रतियाँ। i.e. (वर्ष 2024-25, 2023-24, 2022-23, 2021-22 & 2020-21).

IV. Certificate to the effect that the particulars given by the applicant are correct.
इस आशय का प्रमाण पत्र कि आवेदक द्वारा दिया गया विवरण सही है।

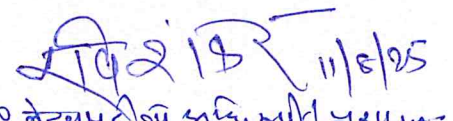
.Name of only those candidates may be recommended who can be relieved immediately on selection.

केवल उन्हीं अभ्यर्थियों के नाम की अनुशंसा करे जिन्हें चयन पर तुरंत कार्यमुक्त किया जा सकता है।

This issues with the approval of the Director General.

यह महानिदेशक महोदय द्वारा अनुमोदित है।

Yours faithfully/भवदीय


Sr. Audit Officer/Admn

Bio Data (Annexure)

1.	Name	
2.	Post Held	
3.	Date of Birth	
4.	Qualifications i) Educational ii) Professional	
5.	Office to which the applicant belongs i) Parent Office ii) Present Office	
6.	Date of Entry into IA&AD	
7.	Experience in Rajbhasha/Translation related work.	
8.	Any achievement in the field of Rajbhasha	
9.	Details of knowledge & experience in the field of IT.	
10.	Present Pay and Pay Level	
11.	Mobile No and official Mail ID	
12.	Permanent Address	
13.	Present Address	
14.	Any other relevant details	

Date:

Place:

Signature of applicant

It is certified that the above particulars furnished are correct as per our office records.

Signature of Head of the Office (With Stamp)

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:

1. NDMC, New Delhi - 28.08.2025
2. O/o PAG (Audit), Tamil Nadu & Puducherry – 27.08.2025
3. RCB&KI, Ranchi – 02.09.2025