

क्षेत्रीय क्षमता निर्माण एवं ज्ञान
संस्थान
लैकटेलेट कॉम्प्लेक्स, लेटुमख्राह,
शिलांग-793 003



REGIONAL CAPACITY
BUILDING AND KNOWLEDGE
INSTITUTE
LACHATELETTE COMPLEX
LAITUMKHRAH,
SHILLONG -793 003

संख्या/No. 73-RCB&KI/SHG/Deptn./1-1/2023-24/Vol.XII/ 419

17 JUN 2025

सेवा में/To

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

विषय: आरसीबी एवं केआई, शिलांग में रिक्त पदों को प्रतिनियुक्ति के आधार पर भरना।
Subject: Filling up of vacant posts on deputation basis in RCB&KI, Shillong.

महोदय/ महोदया,
Sir/Madam,

The Regional Capacity Building & Knowledge Institute, Shillong, invites applications from eligible candidates to fill up the vacant Regular Temporary posts on deputation basis as enclosed in **Annexure – I**.

1. Submission of Applications

Applications should be forwarded to this office **on or before 30.07.2025**, along with:

- Bio-Data (**Annexure – II**).
- Certified copies of APARs for the last five years, duly attested on each page. (**Annexure – III**)
- Vigilance Clearance Certificate, certifying that no disciplinary, court, or vigilance case is pending or contemplated against the applicant.

The required documents of the eligible candidates may be scanned and sent by email (rtishillong@cag.gov.in) by the respective parent offices to avoid postal delay.

2. Term & Remuneration

- The term of deputation for Sl. 1, 2, 4 and 5 in Annexure – I (*enclosed*) will be initially for a period of 03 (three) years.
- The term of deputation for Sl. No. 3 in Annexure – I (*enclosed*) will be upto **28.02.2026**, which may be extended thereafter, subject to his/ her continued suitability, administrative convenience and Headquarters' concurrence.
- While working at RCB&KI, Shillong, the selected official will draw his/her basic pay plus admissible Deputation allowance/ Training Allowance under extant rules and regulations.

3. Eligibility & Age Limit

- a) The maximum age for appointment by deputation shall not exceed 56 years as on date of application.
- b) The officials working on deputation shall not have the right for absorption in any post in RCB&KI, Shillong.
- c) 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(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 renamed as RCB&KIs/RCB&KCs were issued for strict compliance. The instructions in the said circular are reiterated 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, without withholding any application.
- c) On completion of selection process, the field offices shall obligatorily relieve the selected official(s) for administrative assignments at RCB&KIs/RCB&KCs at the earliest.
- d) RCB&KI, Shillong reserves the right to repatriate a deputationist at any time if his/ her performance is found unsatisfactory.

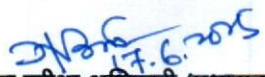
5. Restriction on Reapplications

Clause 5(b) regarding instruction 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.

This issues with the approval of Director General.

Yours faithfully,

Encl: As stated above.


वरिष्ठ लेखा परीक्षा अधिकारी (प्रशासन)
Senior Audit Officer (Admn)

ANNEXURE – I

- I. NAME OF THE POST** : **Assistant Audit Officer (Admin)**
- i. NO. OF POST** : **01 (One)**
- ii. PURPOSE** : **To handle the Administration related work.**
- iii. REQUIREMENTS** :
- Holding analogous post on regular basis.
 - At least two years' experience in Administration/ Establishment.
 - Working knowledge of MS Office (Word, Excel, PowerPoint).
 - Working knowledge of e-office.
 - Knowledge of:
 - iBEMS (Integrated Budget & Expenditure Monitoring System).
 - PFMS (Public Financial Management System).
 - TA/DA and bill processing.
 - Tendering and Procurement Rules (GFR 2017).
 - Hospitality and other Establishment matters.
 - Good interpersonal and communication skills for administrative correspondence.
- II. NAME OF THE POST** : **Assistant Audit Officer (CKR)**
- i. NO. OF POST** : **01 (One)**
- ii. PURPOSE** : **To handle Central Knowledge Repository related work.**
- iii. REQUIREMENTS** :
- Holding analogous post on regular basis.
 - Working knowledge of MS Office (Word, Excel, PowerPoint).
 - Working knowledge of e-office systems.
 - Experience in at least one of the fields of Autonomous District Councils, Works Audit and Procurement.
 - Interest in Research, writing Research Papers and Knowledge building.
- III. NAME OF THE POST** : **FHD (OIOS)**
- i. NO. OF POST** : **01 (One)**
- ii. PURPOSE** :
- (The post will be interchangeable between AAO and SAO.)**
- The AAO/Sr.AO shall be responsible for support capacity building, handholding and as functional

III. NAME OF THE POST**: FHD (OIOS)**

OIOS helpdesk for CAG HQ, Field offices and Branch offices

iii. REQUIREMENTS

- a) Holding analogous post on regular basis.
- b) SAO/ AAO with wide exposure to audit and comfortable in using IT Audit systems.
- c) Specialized technical qualification in computer is highly desirable.

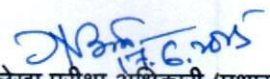
IV. NAME OF THE POST**: Sr. Accountant/ Sr. Auditor/ Accountant/ Auditor****i. NO. OF POST****01 (One)****ii. PURPOSE**

To support the administrative, and training operations of the institute through their procedural knowledge, and experience in government rules and systems.

iii. REQUIREMENTS

- a) Holding analogous post on regular basis in the parent cadre.
- b) Working knowledge of MS Office (Word, Excel, PowerPoint).
- c) Working knowledge of e-office systems.
- d) Working Knowledge in Administrative related work and Establishment matters.
- e) Good interpersonal and communication skills for administrative correspondence.
- f) Knowledge of:
 - (i) iBEMS (Integrated Budget & Expenditure Monitoring System).
 - (ii) PFMS (Public Financial Management System).
 - (iii) Pay bills, TA/DA bills, GPF advances, Arrear bills, Children Education Allowance, etc.
 - (iv) Tendering and Procurement Rules (GFR 2017).
 - (v) Hospitality and other Establishment matters.
- g) Good interpersonal and communication skills for administrative correspondence.

- V. NAME OF THE POST : Private Secretary**
- i. NO. OF POST 01 (One)**
To serve as the confidential assistant to the Director General/ Principal Director and to manage correspondences, ensure confidentiality, and help prepare official communication, DO letters, and briefings.
- ii. PURPOSE**
- iii. REQUIREMENTS**
- a) Holding analogous post on regular basis in the parent cadre.
 - b) Working knowledge of e-office.
 - c) Working Knowledge in Administrative related work.
 - d) Having expertise in use of MS Office software as well as good knowledge of typing and shorthand.
 - e) Good interpersonal and communication skills for administrative correspondence.


वरिष्ठ लेखा परीक्षा अधिकारी (प्रशासन)
Senior Audit Officer (Admn)

ANNEXURE - II**APPLICATION FOR THE POST OF ASSISTANT AUDIT/ACCOUNTS OFFICER/
PRIVATE SECRETARY/ SR. ACCOUNTANT/ SR. AUDITOR/ACCOUNTANT/
AUDITOR**

1.	Name in full (Shri./Smt./Ms./Kum.)	
2.	Present Post held	
3.	Date of entry into Govt. Service	
4.	Date of entry into IA&AD	
5.	Office to which the applicant belong i. Parent Office ii. Present Office	
6.	Date of Birth	
7.	Qualifications: i. Educational ii. Professional	
8.	Permanent Address	
9.	Present 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 ¹	
14.	Proficiency in computer, details may be given ¹	
15.	Mobile Number & official email ID	
16.	Any other relevant details ¹	

तारीख/Date:

जगह/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)

¹ Separate annexure may be attached

Annexure III**ABSTRACTS OF APARs/ ACRs FOR THE LAST FIVE YEARS UP TO 2024-25 or
2023-24****(Year-wise APAR grading for the FIVE* years to be given in respect of each official)**

Sl. No.	Name & Designation	2024-25 ²	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 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:

² *If APAR for 2024-25 is available, the same may be provided and 2019-20 may be ignored.*