

## **Filling up of vacancies on deputation basis.**

**Applications invited from:**

All interested and eligible Officers/Officials only.

**Last date to submit application to Admn-I section through proper channel forwarded through concerned wing/section:**

1. RCB&KI, Mumbai-14.06.2024
2. RCB&KI, Hyderabad-14.06.2024
3. RCB&KI, Ranchi-14.06.2024
4. RCB&KI, Chennai-14.06.2024
5. iCISIA, Noida-06.06.2024



लोकहितार्थ सत्यनिष्ठा  
Dedicated to Truth in Public Interest

भारतीय लेखापरीक्षा एवं लेखा विभाग  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, मुंबई  
REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE  
C-2, G N ब्लॉक, बांद्रा कुर्ला संकुल, मुंबई - 400051  
ईमेल:rtimumbai@cag.gov.in

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सं/क्षेत्रनिज्ञासं/मुंबई/ प्रतिनियुक्ति/2024-25/143

परिपत्र - 2 /Circular - 2

दिनांक 24.05.2024

सेवा में

मेलिंग सूची के अनुसार IA & AD के सभी कार्यालय

[CAG-ALL-OFFICES@ismgr.nic.in](mailto:CAG-ALL-OFFICES@ismgr.nic.in)

विषय : क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, मुंबई में प्रतिनियुक्ति ।

Sub : Deputation at Regional Capacity Building and Knowledge Institute (RCB&KI),  
Mumbai

महोदय/महोदया,  
Sir/Madam,

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, मुंबई में नीचे विस्तृत रिक्त पदों को प्रतिनियुक्ति के आधार पर भरने का प्रस्ताव है।

क्रम सं	पदनाम और वेतन स्तर	संख्या व स्थिति	पात्रता	काम की आवश्यकता
1	सहायक/ वरिष्ठ लेखापरीक्षा अधिकारी ई-एचआरएमएस के लिए रेगुलर टेम्पोररी	01	<p>1. मूल कार्यालय में नियमित आधार पर <b>AAO/ SAO</b> पद पर कार्यरत हो।</p> <p>2. भारतीय लेखापरीक्षा एवं लेखा विभाग के अधीन अधिनस्थ लेखापरीक्षा सेवा या अधीनस्थ लेखा सेवा परीक्षा उत्तीर्ण की हो एवं AAO संवर्ग में पदोन्नति की प्रतीक्षा कर रहे हो।</p> <p>प्राधिकार : मुख्यालय परिपत्र संख्या-761 / स्टाफ एसएसआर /सीसी/ 26-2021 11.11.2022</p>	<p>1. आईटी एप्लीकेशन और कम्प्यूटर पर काम करने में प्रवीणता।</p> <p>2. विभाग में मानव संसाधन या प्रशासन/ बिल से संबंधित अनुभव रखने वाले और कंप्यूटरिकरण प्रोजेक्ट्स में काम करने का अनुभव रखने वाले आवेदकों को महत्त्व दिया जाएगा।</p> <p>3. आईटी से संबंधित विषयों में योग्यता रखने वाले उम्मीदवारों को भी प्राथमिकता दी जाएगी।</p> <p>4. प्रतिनियुक्ति पदों के लिए आवेदकों की आयु 56 वर्ष या उससे अधिक नहीं होनी चाहिए।</p>
2	सहायक लेखापरीक्षा अधिकारी / सहायक लेखा अधिकारी (स्तर 8/9) (कोर संकाय - ई डी पी व प्रशासन)	01	<p>मूल कार्यालय में नियमित आधार पर सहायक लेखा/लेखापरीक्षा अधिकारी, पर्यवेक्षक का पद धारण करने वाले या एसएसएस उत्तीर्ण उम्मीदवार पत्र है।</p>	<p>निम्नलिखित प्रशासनिक कार्यों में SAO (Admn) की सहायता करना :</p> <p>क्षेत्रनिज्ञासं, मुंबई में प्रशासन एवं स्थापना, सहित:</p> <p>1. डीडीओ फंक्शन जिनमें पीएफएमएस तथा आइबीईएमएस, कैश मैनेजमेंट शामिल है</p> <p>2. आउटसोर्सिड कर्मियों की देख रेख सहित कार्मिक प्रबंधन</p>

				3. GeM/GISO के माध्यम से तय प्रक्रिया के अनुसार समय पर टेंडरिंग, कांट्रैक्ट एवं स्टोर्स मैनेजमेंट सोर्सिंग 4. भवन तथा उसके रख रखाव पर सीपीडब्लूडी के साथ संपर्क 5. छात्रावास प्रबंधन 6. प्रशिक्षण कार्यक्रम में सहायता (आईएएस एवं अंतरराष्ट्रीय प्रतिभागियों सहित) 7. कोर संकाय/ ई डी पी द्वारा सौपा गया कोई अन्य कार्य 8. महानिदेशक द्वारा सौपा गया कोई अन्य कार्य
2	सहायक पर्यवेक्षक/ वरिष्ठ लेखा परीक्षक / वरिष्ठ लेखाकार, लेखा परीक्षक /लेखाकार (प्रशासन) (स्तर 5/6/7)	01	सहायक पर्यवेक्षक/ वरिष्ठ लेखा परीक्षक / वरिष्ठ लेखाकार, लेखा परीक्षक / लेखाकार का पद धारण करने वाले व्यक्ति पात्र हैं  प्राधिकार : मुख्यालय परिपत्रसंख्या 1-SSR/2021दिनांक 04.03.2021	निम्नलिखित प्रशासनिक कार्यों में SAO /AAO (Admn) की सहायता करना: 1. स्थापना से संबन्धित काम जिनमें पीएफएमएस और आईईबीएमएस, कैश मैनेजमेंट इत्यादि शामिल हैं। 2. प्रशासन से संबन्धित काम जैसे टिप्पण और मसौदा लेखन, फ़ाइल रखरखाव, मुख्यालय तथा अन्य कार्यालयों से पत्राचार इत्यादि शामिल हैं। 3. GeM/ GISO के माध्यम से तय प्रक्रिया के अनुसार समय पर टेंडरिंग, कांट्रैक्ट और स्टोर्स मैनेजमेंट सोर्सिंग में सहायता करना। 4. भवन और छात्रावास का रख रखाव एवं निगरानी रखना और रिपोर्ट करना।

2. उक्त पदों के लिए क्षेप्रसं, मुंबई में प्रतिनियुक्ति के लिए इच्छुक अभ्यर्थी के आवेदन उनके बायोडाटा (संलग्न प्रारूप में) प्रत्येक पृष्ठ पर विधिवत सत्यापन किया गई एपीएआर की प्रमाणित प्रतियां और सतर्कता मंजूरी प्रमाण पत्र के साथ **21 जून 2024** या उससे पहले इस कार्यालय को भेजे जा सकते हैं। यह प्रमाणित किया जाना चाहिए कि आवेदकों के खिलाफ कोई भी अनुशासनात्मक/ न्यायालय/ सतर्कता मामला लंबित अथवा अपेक्षित नहीं है। डाक देरी से बचने के लिए योग्य उम्मीदवारों के आवश्यक दस्तावेजों को स्कैन कर संबंधित मूल कार्यालयों द्वारा ईमेल द्वारा भेजा जा सकता है।

3. प्रतिनियुक्ति की अवधि तीन वर्षों के लिए होगी। उसके बाद, उनकी उपयुक्तता और प्रशासनिक सुविधा के अधीन उसे बढ़ाया जा सकता है। क्षेप्रसं, मुंबई में काम करते समय, चयनित अधिकारी अपने मूल वेतन और मौजूदा नियमों के तहत तहत **12% प्रशिक्षण भत्ता / 10%/5% प्रतिनियुक्ति भत्ता (जो भी लागू हो)** के भुगतान के हकदार होंगे।

4 कार्यालय में प्रतिनियुक्ति के आधार पर सामान्य नियमों और शर्तों पर कार्यरत अधिकारियों/ कर्मचारियों के आवेदन उनके संबंधित मूल कार्यालय (कार्यालयों) के माध्यम से अग्रेषित किए जाएंगे। प्रतिनियुक्ति पर कार्यरत पदाधिकारियों को संस्था में किसी भी पद पर आमेलन का अधिकार नहीं होगा।

5 क्षेत्रीय कार्यालयों को आरटीआई/ आरटीसी में कर्मचारियों (प्रशासन और संकाय) के संवर्धन के लिए विस्तृत निर्देश का सख्त अनुपालन हेतु जारी किए गए मुख्यालय के परिपत्र संख्या 269/Trg.Div/42-A/2019 दिनांक 18.09.2019 का संदर्भ लिया जा सकता है। उक्त परिपत्र में दिए गए निर्देश नीचे पुनः अंकित किए गए हैं:

(क) क्षेत्र कार्यालय सूचना पट्टों पर आरटीआई / आरटीसी द्वारा जारी प्रतिनियुक्ति अधिसूचनाओं को प्रदर्शित करेंगे और अधिसूचना का जवाब देने के लिए उचित समय देते हुए वो कर्मचारियों के बीच प्रसारित करेंगे।

(ख) क्षेत्र कार्यालय किसी भी आवेदन को रोके बिना क्षेप्रसं/आरटीसी द्वारा विज्ञापित पद के लिए अपने अधिकारियों / कर्मचारियों से प्राप्त सभी आवेदनों को संबन्धित संस्थान / केंद्र को अग्रेषित करेंगे।

(ग) चयन प्रक्रिया के पूरा होने पर, क्षेत्र कार्यालय क्षेत्रप्रसं / आरटीसी में शिक्षण / प्रशासनिक कार्यों के लिए चयनित अधिकारियों / कर्मचारियों को जल्द से जल्द कार्यमुक्त करने के लिए बाध्य रहेंगे ।

(घ) क्षेत्रप्रसं / आरटीसी के लिए प्रारम्भिक प्रतिनियुक्ति अवधि 3 वर्ष के लिए होगी और उसके बाद वार्षिक आधार पर बढ़ाई जाएगी। क्षेत्रप्रसं / आरटीसी किसी भी समय पर एक प्रतिनियुक्त अधिकारी / कर्मचारी को कार्य प्रदर्शन असंतोषजनक पाये जाने पर प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है।

6. मुख्यालय के परिपत्र संख्या 398/प्रशिक्षण विभाग/42-A/2019 दिनांक 14.07.2020 के अनुसार, क्षेत्र कार्यालय द्वारा आरटीआई/ आरटीसी के विज्ञापित पदों के लिए अपने अधिकारियों/ कर्मचारियों से प्राप्त किसी भी आवेदन को वापस नहीं लेने के विषय में बिन्दु नं. 6(ख), उन आवेदकों के मामले में लागू नहीं होगा, जिन्हें 6 महीने के अंदर आरटीआई/ आरटीसी द्वारा प्रत्यावर्तित किया गया है। आवेदनों को अग्रेषित करने से पहले इस पर ध्यान दिया जा सकता है।

7. यह संस्थान सोमवार से शनिवार (दूसरा शनिवार बंद) कार्यरत रहता है ।

8. भावी उम्मीदवार आवेदन करने से पहले सेवा शर्तों और कार्य आवश्यकताओं को ध्यान से देख सकते हैं। यह ध्यान दिया जा सकता है कि एक बार क्षेत्र प्रसं, मुंबई में आवेदन भेजे जाने के बाद, इसे वापस नहीं लिया जा सकता है।

The following vacant positions at Regional Training Institute (RTI), Mumbai are proposed to be filled up on deputation basis.

Sr No.	Designation and Pay Level	No. of Posts	Eligibility	Work requirement
1	AAO/ SAO For e-HRMS Regular Temporary	01	1.Holding AAO/ SAO post on regular basis in the parent cadre. 2. Who, has passed the Subordinate Audit Services or Subordinate Accounts Services Examination and awaiting AAO promotion.  HQ Circular No.761/staff- SSR/CC/ 26-2021 11.11.2022	1. Proficiency in working with IT applications and computers. 2. Applicants having experience related to human resources or administration/ bills in the department and having experience of working in computerization projects will be given importance. 3. Preference will also be given to candidates having qualification in IT related subjects. 4. The age of the applicants for deputation posts should not be 56 years or more.
2	Asstt. Audit Officer / Asstt. Accounts Officer Level 8/9 (Core Faculty - EDP & Admn)	01	1. Holding AAO/ Supervisor post on regular basis in the parent cadre. 2. Who, has passed the Subordinate Audit Services or Subordinate Accounts Services Examination and	To assist SAO (Admn) in the following administrative functions: Administrative and Establishment in RCB&KI, Mumbai including :  1. Establishment functions, including operating PFMS and iBEMS, Cash Management 2. Personnel Management, including supervision of outsourced personnel

			awaiting AAO promotion.	<ol style="list-style-type: none"> <li>3. Timely tendering as per due procedure, sourcing through GeM/GISO, contract and stores management</li> <li>4. Interacting with CPWD on building and maintenance</li> <li>5. Hostel Management</li> <li>6. Supporting training programmes (including IA&amp;AS and international participants)</li> <li>7. Any work assigned by Core Faculty – EDP</li> <li>8. Any other work assigned by Director General</li> </ol>
3	Asstt. Supervisor/ Sr Auditor/ Sr Accountant, Auditor/ Accountant	01	Persons holding the post of Asstt. Supervisor, Sr Auditor/ Sr Accountant, Auditor/ Accountant are eligible Auth: Hqs Circular No. 1-SS&R/2021 Dated 04.03.2021	To assist SAO/AAO (Admn) in the following administrative functions. Administration and Establishment in RTI, Mumbai, including: <ol style="list-style-type: none"> <li>1. Establishment functions, including operating PFMS and iBEMS, Cash Management etc.</li> <li>2. Administration functions, including Noting-drafting, communication with Hqs and other offices etc.</li> <li>3. Assisting in tendering as per due procedure, sourcing through GeM/ GISO, contract and stores management</li> <li>4. Taking account of assets and building (including hostel) and reporting regarding the same</li> </ol>

2. Applications of candidates who are willing to be considered for deputation to RTI, Mumbai for the above posts may be forwarded to this office on or before **21 June 2024** along with their Bio-Data (Annexure enclosed), certified copies of APAR for the last 5 years duly attested on each page and vigilance clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicants. The required documents of the eligible candidates may be scanned and sent by email by the respective Parent offices to avoid postal delay.

3. The term of deputation will be for three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RTI, Mumbai, the selected official will draw his/her basic pay plus **12% Training Allowance / 10%/5% Deputation Allowance, as applicable** on his/her basic pay and as admissible under extant rules.

4. The applications of the Officers/Officials working in the office on deputation basis on normal terms and conditions shall be forwarded through their respective parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the institution.

5. A reference is invited to Headquarters Circular No 269/Trg.Div/42-A/2019 dated 18.9.2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTI/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 RTI/RTCs 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 position advertised by RTIs/RTCs to the Institute/Centre concerned without withholding any application.

c. On completion of selection process, the field offices shall obligatory relieve the selected officers(s) for teaching/administrative assignments at the RTIs/RTCs at the earliest.

d. The initial deputation period to RTIs/RTCs will be for 3 years and extendable on yearly basis thereafter. The RTI/RTC however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

6. However, clause at Sl No.6(b) regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RTIs/RTCs **will not apply in case of applicants who have been reverted/repatriated in the last six (6) months from RTIs/RTCs to their parent offices** as per Headquarters Circular No 398/Trg. Div/42-A/2019 dated 14.7.2020. This may please be noted before forwarding the applications.

7. The institute works from Monday to Saturday (Second Saturday closed).

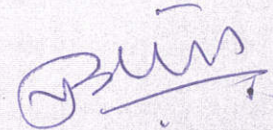
8. Prospective candidates may please go through the service conditions and work requirements carefully before they apply. It may please be noted that once an application is sent to RTI, Mumbai, it may not be withdrawn.

यह महानिदेशक, क्षेत्रीय प्रशिक्षण संस्थान, मुंबई के अनुमोदन से जारी होता है।

This issues with the approval of Director General, Regional Training Institute, Mumbai.

संलग्न: बायोडाटा फॉर्म

भवदीय



व. लेखापरीक्षा अधिकारी/प्रशासन

BIO DATA (ANNEXURE)

1	Name in full (S/Shri/Ms)	
2	Present Post Held	
3	Permanent Address	
4	Present Address	
5	Date of Birth	
6	Qualification (i) Educational (ii) Professional	
7	Office to which the applicant belongs (i) Parent office (ii) Present Office	
8	Whether belongs to SC/ST/Neither	
9	Date of entry into Government service	
10	Date of entry in IA&AD	
11	Date and year of passing SAS examination (Please mention Civil accounts/Civil Audit/Commercial/P&T etc)	
12	Date of promotion as AAO/SAO	
13	Details of other exams passed (RAE/CPD – I, CPD – II/others)	
14	Proficiency in Computers, full details may be given	
15	Present pay and Pay level	
16	Contact Number and official email id	
17	Any other information	

Date :

Place :

Signature of the applicant

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

Signature of HOD (with Stamp)



# International Centre for Information Systems & Audit

International Training Centre of Comptroller & Auditor General Of India  
www.cag.gov.in/icisa/en

No. iCISA/Admn-I-Est10DepM/5/e-file-9914 /125

Dated: 27.05.2024

To

All IA&AD Offices  
(As per mailing list)

**Sub: Filling up of vacancies on deputation basis at iCISA, Noida.**

Applications are invited for anticipated vacancies for following posts to be filled on deputation basis at International Centre for Information Systems and Audit (iCISA), Noida as detailed below: -

Sl. No.	Post	Pay Level
1.	Supervisor / Asst. Supervisor / Accountant / Sr. Auditor / Auditor	Level 5/6/7/8

1. Tenure of deputation period will be initially of 3 (Three) years which can be extended subject to suitability/performance after following extant rules and orders.
2. Candidates appearing for examinations outside IA&AD will not be considered for deputation to iCISA.
3. Preference will be given to the applicants who have prior work experience in training institutes / centres.
4. The applicants who have already applied earlier can also apply with fresh application.
5. Pay and Allowances would be regulated as per the applicable extant rules.
6. The essential and desirable qualifications is annexed (**Annexure-I**). The Names of willing officials fulfilling the essential and desirable qualifications may please be forwarded through cadre controlling authority along with the **Bio-Data (Annexure-II)** and the abstracts of APARs for the last three years (**Annexure-III**) to this office latest by **11.06.2024**.

Enclosed: Annexure – I to III

Director (Admin)  
iCISA, Noida



## ANNEXURE – I

Essential and desirable experience and qualification for the deputation

<b>Post</b>	<b>Qualification</b>
Supervisor / Asst. Supervisor/ Sr. Auditor / Sr. Accountant/ Auditor/ Accountant (03)	<ul style="list-style-type: none"><li>• Applicants should be holding analogous post.</li><li>• The age of the applicant should not exceed 56 years on the closing date of receipt of applications.</li><li>• Applicant can be from any office under IA&amp;AD.</li><li>• Applicant should have knowledge of Information Technology (IT)</li></ul> <p style="text-align: center;"><b><u>Desirable/ Preferable</u></b></p> <ul style="list-style-type: none"><li>• Preference may be given to candidates having professional certifications/IT qualifications/Technical qualifications/IT Experience and those comfortable in using IT systems.</li></ul>

## ANNEXURE-II

### Proforma regarding the bio-data of the applicant

1. Name	
2. Designation	
3. (i) Date of birth and (ii) Age as on 27.05.2024	
4. Qualification (i) Educational (ii) Professional	
5. Office to which belongs (i) Parent Office (ii) Office and station in which working at present	
6. Whether belongs to SC/ST. If yes please mention category	Yes/No
7. Date of entry into Govt. Service	
8. Date of entry in IA&AD	
9. Present Pay & Level	
10. Detailed experience and posts held (Attach separate sheet giving details under this column, duly signed.)	
11. Proficiency in Computer: (Details may be given)	
12. Contact details (Phone/Mobile No. & email address)	Phone/Mobile No.: Email address:
13. Any other information	

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

**Dated signature of the candidate**

**Annexure – III**

**ABSTRACTS of APARs in respect of ..... (Name of the candidate)**

2023-24*	2022-23	2021-22	2020-21

\*The applicant, whose APAR for the financial year 2023-24 has been submitted to Reporting/ Reviewing officer, can send grading of last three years before 2023-24.

It is certified that:

- (i) I have verified the grading from the original APARs and found correct
- (ii) No vigilance or disciplinary case is either pending or contemplated against the above officials. No major penalty has been imposed on the above officials in the past.

Date: .....

**Sr. AO (Admn.)**

Place: -----

O/o -----



महानिदेशक का कार्यालय, क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान  
हैदराबाद - ५००००४



**OFFICE OF THE DIRECTOR GENERAL  
REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE  
HYDERABAD – 500 004**

No.DG/RCB&KI /Hyd/Admn/2023/1 -13/Deputation/2024-25 /03  
Dated: 28/05/2024

To

**All the Heads of Offices,  
(IA&AD as per mailing list)**

**Sub: Filling up of vacancy of SAO/AAO Faculty Member (Civil) in  
RCB&KI, Hyderabad on Deputation basis-reg.**

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Sir/Madam,

Applications are invited from the eligible SAOs/AAOs for the post of Faculty Member (Civil) in the Regional Capacity Building & Knowledge Institute (RCB&KI), Hyderabad on deputation basis.

**Eligibility criteria:**

- i. Holding Senior Audit Officer post on regular basis in the parent cadre  
(or)  
Assistant Audit Officers having minimum service of 5 years as AAO
- ii. Considerable working experience in Field Audit
- iii. Experience/Ability to handle sessions
- iv. Should not have crossed the age of 56 years on the date of application

**Work requirements:**

- a. Preparation of course schedule, coordinating & conducting Courses, preparation of course material, handouts, Audio visual aids
- b. Preparation of course material and related training material pertaining to Knowledge Centre topic allotted.
- c. Preparation of Structured Training Modules (STMs) and Case Studies on allotted subjects/courses
- d. Correspondence work related to obtaining Administrative Sanction of Director General regarding payment of Honorarium to resource persons/guest faculties in respect of courses coordinated.
- e. Correspondence/consolidation work relating to submission of Performance Monitoring Framework (PMF) on RCB&KI, Hyderabad to CAG's office.
- f. Handling sessions in General courses as per approved course schedules.
- g. Developing courseware on the allotted Knowledge Centre Topics
- h. Supervision of all monthly/quarterly returns/correspondence with Headquarters Office.

- i. Preparation/updation of Official Manual.
- j. Any other work assigned by the Director General/Principal Director from time to time.

The applications of SAOs/AAOs working in IA&AD who are fulfilling the eligibility criteria and willing to be considered for deputation to RCB&KI, Hyderabad may be forwarded to this office on or before **21.06.2024**, along with their bio data (in enclosed format), Certified copies of APARs for the last five years duly attested on each page, and Vigilance Clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicants.

2. The initial period of deputation will be for three years and may be extended thereafter, subject to continued suitability of the applicant and administrative convenience. Training Allowance at prescribed rates (12% at present) would be admissible as per instructions prevailing from time to time. The RCB&KI, Hyderabad, however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

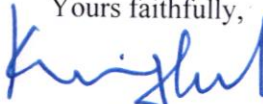
3. The applications of the Officers/Officials working in the office on deputation basis on normal terms and conditions shall be forwarded through their respective parent Office(s).

4. 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 RCBKIs/KCs 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&KI/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 offices/staff against the position advertised by RCB&KI/KCs to the concerned Institute/Centre without withholding any application.
- c. On completion of selection process, field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignments at RCB&KI/KCs at the earliest.
- d. However, clause at (b) above regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KI/KCs will not apply in case of applications who have been reverted/repatriated in the last six (6) months from RCB&KI/KCs to their parent offices as per Headquarters Circular No. 398/Trg.Div/42-A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.
- e. The institute works from Monday to Saturday (except Second Saturday).

This issues with the approval of Director General.

Yours faithfully,

  
Senior Audit Officer/Admin 28/5/24

## क्षेत्रीय क्षमता निर्माण एवं प्रशिक्षण संस्थान, रांची

No. RCB&KI-RAN/Admn.-24/Deptn/Non Faculty/2024-25/ 96

Date: 29.05.24

To,

All Offices as per Mailing List of IA&AD.

**विषय: -** क्षेत्रीय क्षमता निर्माण एवं प्रशिक्षण संस्थान, रांची में क्लर्क/टाइपिस्ट के कैडर में चार पद को भरने के लिए प्रतिनियुक्ति असाइनमेंट।

**Subject: -** Deputation assignment for filling up of 04 post in the cadre of Clerk/Typist at RCB&KI, Ranchi.

महोदया/महोदय  
Madam/ Sir

प्रतिनियुक्ति के आधार पर निम्नलिखित पद को भरने के लिए पात्र एवं इच्छुक अधिकारियों से आवेदन आमंत्रित किए जाते हैं।

Applications are invited from eligible and willing officials for filling up the following post on deputation basis:

Sl No	Post	Eligibility/or requirement
1	04 Post in the Cadre of Clerk/Typist	<ol style="list-style-type: none"> <li>1. Holding analogous post on regular basis in the parent office</li> <li>2. Having knowledge of Diary maintenance (Inward/Outward of letters, and other diaries)</li> <li>3. To assist in IT Assets management</li> <li>4. Having good working knowledge in MS Office.</li> <li>5. Proficiency in Typing</li> <li>6. Age of applicants should not be more than 56 years.</li> </ol>

## नियम एवं शर्तें:

### Terms & Conditions:

1. प्रतिनियुक्ति की आरंभिक अवधि तीन वर्षों के लिए होगी और उसके बाद इस कार्यालय की आधिकारिक एवं प्रशासनिक सुविधा चयनित अधिकारी की उपयुक्तता के अधीन वार्षिक आधार पर बढ़ाई जाएगी।

The term of deputation will be initially for three years and extendable thereafter on yearly basis subject to the continued suitability of the official and administrative convenience of this office.

2. *क्ष० क्ष० नि० & ज्ञ० सं०* में काम करते समय, अधिकारी स्वीकार्य प्रतिनियुक्ति/प्रशिक्षण भत्ते का हकदार होगा। हालाँकि, एमएसीपी/एनएफयू वेतन पाने वाले अधिकारी प्रतिनियुक्ति भत्ते के लिए पात्र नहीं हैं।

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

3. प्रतिनियुक्ति के संबंध में अन्य मौजूदा नियम और शर्तें लागू रहेंगी।

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

4. इच्छुक एवं पात्र अधिकारियों के आवेदन निम्नलिखित दस्तावेजों के साथ विचारार्थ 22.06.2024 तक इस कार्यालय को भेजे जा सकते हैं:

Applications from willing and eligible officials along with following documents may be forwarded to this office latest by **22.06.2024** for consideration:

- a. बायोडाटा (प्रारूप संलग्न)

Biodata (Format enclosed)

- b. पिछले पांच वर्षों के एपीएआर की प्रमाणित प्रति

Certified copy of last five years APAR

- c. सतर्कता अनापत्ति प्रमाणपत्र

Vigilance Clearance Certificate

- d. कार्यालय प्रमुख द्वारा इस आशय का प्रमाण पत्र कि आवेदक द्वारा दिया गया विवरण सही है।

Certificate by the Head of Office to the effect that the particulars given by the applicant are correct.

5. मुख्यालय के परिपत्र संख्या 269/प्रशिक्षण प्रभाग/42-ए/2019 दिनांक 18.09.2019 का संदर्भ लें जिसमें कर्मचारियों (प्रशासन और संकाय) की वृद्धि पर क्षेत्रीय कार्यालयों को सख्त अनुपालन के लिए विस्तृत निर्देश जारी किए गए हैं। भेजे गए परिपत्र में दिए गए निर्देश नीचे दिए गए हैं:

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. फील्ड कार्यालय *क्ष० क्ष० नि० & ज्ञ० सं०* 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 वितरित करेंगे।

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. दायर कार्यालय क्षेत्रों के निम्नलिखित संज्ञा संकेतों द्वारा विज्ञापित पदों के लिए अपने कार्यालयों/कर्मचारियों से प्राप्त सभी आवेदनों को बिना किसी आवेदन को रोके संबंधित संस्थान/केंद्र को भेज देंगे।

Filed 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. चयन प्रक्रिया पूरी होने पर, क्षेत्रीय कार्यालय क्षेत्रों के निम्नलिखित संज्ञा संकेतों में शिक्षण/प्रशासनिक कार्य के लिए चयनित अधिकारियों को यथाशीघ्र कार्यमुक्त करेंगे।  
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. क्षेत्रों के निम्नलिखित संज्ञा संकेतों में प्रारंभिक प्रतिनियुक्ति अवधि 3 वर्ष होगी और उसके बाद इसे वार्षिक आधार पर बढ़ाया जा सकता है। हालाँकि, यदि प्रतिनियुक्त अधिकारी का प्रदर्शन असंतोषजनक पाया जाता है, तो क्षेत्रों के निम्नलिखित संज्ञा संकेतों किसी समय पर उन्हें वापस भेजने का अधिकार सुरक्षित रखता है।

The initial deputation period to RCB&KI/RCB&KCs will be 3 years and extendable on yearly basis thereafter. The RCB&KI/RCB&KCs however, reserves the right to repatriate a deputationist at time, if his/her performance is found unsatisfactory.

भवदीय ,

-sd-

व° लेखापरीक्षा अधिकारी/प्रशा°  
Sr. Audit Officer/Admn.

प्रति प्रेषित:

Copy to:

1. IA&AD के सभी कार्यालय  
All IA&AD offices (by e-mail).
2. वेबसाइट पर होस्टिंग के लिए एएओ (सीएफ-आईटी)।  
AAO (CF-IT) for hosting on the website.
3. व° ले° प° अ° (प्रशासन) सूचना एवं रिकार्ड के लिए  
SAO (Admn) for information and record.
4. नोटिस बोर्ड  
RCB&KI, Ranchi Notice Board.

नन्दन  
29/05/2024  
स° लेखापरीक्षा अधिकारी/प्रशा°



BIO DATA (ANNEXURE)

1	Name in full (S/Shri/Ms)	
2	Present Post Held	
3	Permanent Address	
4	Present Address	
5	Date of Birth	
6	Qualification (i) Educational (ii) Professional	
7	Office to which the applicant belongs (i) Parent Office (ii) Present Office	
8	Whether belongs to SC/ST	
9	Date of entry into Govt. Service	
10	Date of entry in IA&AD	
11	Date and year of passing Departmental exam for Clerk/Typist	
12	Date of promotion as Clerk/Typist	
13	Proficiency in Computers, full details may be given	
14	Present pay and Pay level	
15	Contact No. and Official email id	
16	Any other information	

Date:

Place:

Signature of the applicant

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

Signature of HOD (with Stamp)



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, चेन्नै  
भारतीय लेखापरीक्षा तथा लेखा विभाग

**REGIONAL CAPACITY BUILDING AND  
KNOWLEDGE INSTITUTE, CHENNAI**  
**INDIAN AUDIT AND ACCOUNTS DEPARTMENT**

RCBKI/Admn./Dept./Unit-I/2024-25/44

Dated: 29.05.2024

Sub: Filling up of vacancies in the cadre of Sr. Auditor/Sr. Accountant in RCBKI, Chennai on deputation basis – reg.

Sir/Madam,

Two vacancies are likely to arise in the cadre of Sr. Auditor/Sr. Accountant in the Regional Capacity Building and Knowledge Institute, Chennai shortly. The vacancies will be filled up on deputation basis. The names of Sr. Auditor(s)/Sr. Accountant(s) or Auditor(s)/Accountant(s), (including Assistant Supervisors) who are willing to be considered for deputation to RCBKI, Chennai may be forwarded along with their bio-data, experience and grading of APARs for the last five years on or before 20.06.2024.

A copy of the duties attached to the post is enclosed herewith.

The term of deputation will be initially for a period of three years. They are eligible to draw deputation allowance as per the extant orders.

Attention to Headquarters circular 269/Trg.Div/42-A/2019 dated 18.09.2019 is invited which inter-alia stipulates that field offices should display/circulate deputation notifications issued by RCBKIs/RTCs among staff and forward all such application received to RCBKIs/RTCs, without withholding any application and relieve the selected official at the earliest.

This issues with the approval of Principal Director.

Yours faithfully

Sr. Audit Officer/Admn

Encl: As above

Duty List of Sr. Auditor/Sr. Accountant (UNIT I)	Duty List of Sr. Auditor/Sr. Accountant (UNIT IV)
<ol style="list-style-type: none"> <li>1. Maintenance of SBs, leave accounts including Special Casual Leave. Submission of report to Headquarters on special casual leave.</li> <li>2. Preparation of Pay Bills, GPF Bills, CEA Bills, TA Bills/LTC Bills etc.</li> <li>3. Assisting AAO/Admin in calculation of Income Tax, Issue of Form-16.</li> <li>4. Substituting Unit II during his absence.</li> <li>5. Matters relating to NPS, Miscellaneous correspondence with PAO.</li> <li>6. Maintenance of LTC, TA, Medical Claim Registers and monthly closing of the same.</li> <li>7. Movable Immovable property returns, Return on Sexual harassment against women in work place.</li> <li>8. Report on vigilance cases against Gazetted Group 'B' and non-Gazetted Gr. C</li> <li>9. Closing/submission of (Monthly /Quarterly/half yearly) Register of duplicate keys of cash chest, Attendance Register, Register of Keys, Register of Cases, compliance Register,</li> <li>10. Work relating to eHRMS</li> <li>11. Quarterly Return to Ministry regarding the expenditure on pay and allowances.</li> <li>12. Processing of any representation from staff/officers of this institute.</li> <li>13. Audit of sanction and Men-in-position, Sanctioned Strength and Men-in Position.</li> <li>14. Any other work assigned by Director General/Principal Director/FMs/SAO(A)/AAO (A)/AAO (OM).</li> </ol>	<ol style="list-style-type: none"> <li>1 Purchase of all items required for day to day functioning of the office either through GèM or through local purchase. Maintenance of files and obtaining Expenditure sanction relating to miscellaneous routine purchases, Purchase of Assets, purchases pertaining to canteen, hostel, training etc.</li> <li>2. All work pertaining to renewal of outsourced services (Security, House Keeping (Hostel), MTS, DEO, Car Driver, Canteen) and their pay bills.</li> <li>3. Calling for quotation for outsourced activities (Security, House Keeping(Hostel), MTS, DEO, Car Driver, Canteen)</li> <li>4. Submission of proposals for AMCs for all office equipment.</li> <li>5. Closing (Annual/Half, yearly/ Quarterly/ Monthly) of AMC Register, Physical Asset Register etc.</li> <li>6. Work relating to deputation matters including deputation of Faculty/Non-Faculty.</li> <li>7. Annual/Half yearly / Quarterly/Monthly return on Engagement of retired officials on short term contract basis,</li> <li>8. Substituting Unit II during his absence.</li> <li>9. Any other work assigned by Director General/Principal Director/ SAO(A)/ FMs/AAO(A)/ AAO (OM).</li> </ol>



**Application Form/Bio-Data**

Name of the Post : Sr. Auditor/Sr. Accountant

1	Name	
2	Date of Birth	
3	Date of entry into IA&AD with name of post	
4	Educational Qualification	
5	Languages known	
6	Date of Promotion as Sr. Auditor/ Sr. Accountant	
7	Date of Superannuation	
8	Professional Qualification (other than Sl. No. 4)	
9	Details of Work experience	

Signature of applicant

It is certified that the above particulars provided by the official are correct as per this office records. It is also certified that no vigilance/disciplinary case is either pending or contemplated against the official. No major/minor penalty has been imposed on the official.

Countersigned by the Cadre Controlling Authority