



भारतीय लेखापरीक्षा और लेखा विभाग
Indian Audit & Accounts Department



क्षेत्रीय क्षमता निर्माण एवं ज्ञान केंद्र, बेंगलूरु,

Regional Capacity Building & Knowledge Centre, Bengaluru

सं.क्षे.क्ष.नि. & जा.कें./बेंग./प्रशा./प्रतिनियुक्ति/2025-26/73

दिनांक: 05-12-2025

सेवा में

भा.ले. व ले.से. के सभी कार्यालयों को डाक सूची के अनुसार (cag-all-offices@ismgr.nic.in)

विषय: क्षेत्रीय क्षमता निर्माण एवं ज्ञान केंद्र, बेंगलूरु में प्रतिनियुक्ति कार्य

महोदय/महोदया,

1. क्षे.क्ष.नि. एवं जा.कें, बेंगलूरु बेंगलूरु और हुबली में स्थित भारतीय लेखापरीक्षा और लेखा विभाग के नौ कार्यालयों की क्षमता निर्माण आवश्यकताओं को पूरा करता है।
2. स.लेप.अ./ओआईओएस के एक पद, स.लेप.अ./प्रशा. के एक पद और वरिष्ठ लेखापरीक्षक के एक पद के लिए आवेदन आमंत्रित किए जाते हैं जो वर्तमान में क्षे.क्ष.नि. एवं जा.कें, बेंगलूरु में रिक्त हैं।

क्र.सं.	पद	रिक्त पदों की संख्या	वांछित अनुभव
1	स.लेप.अ./ओआईओएस	एक	<ol style="list-style-type: none"> 1. स.लेप.अ. के अनुरूप पद का धारण। 2. भा.ले. & ले.वि. में समग्र लेखा परीक्षा से संबंधित ओआईओ में कार्य ज्ञान। 3. कंप्यूटर में नियमित रूप से काम करने की दक्षता और इसका उपयोग करने में कुशलता आवश्यक है।
2	स.लेप.अ./प्रशा. (गैर-संकाय)	एक	<ol style="list-style-type: none"> 1. स.लेप.अ. के अनुरूप पद का धारण। 2. प्रशासनिक गतिविधियों का संचालन। अच्छा वार्तालाप कौशल। 3. जेम पोर्टल के माध्यम से वास्तु एवं सेवाओं के क्रय का ज्ञान
3	वरिष्ठ लेखापरीक्षक	एक	<ol style="list-style-type: none"> 1. वरिष्ठ लेखापरीक्षक के अनुरूप पद का धारण 2. उचित आई.टी. कुशलता अर्थात् एम.एस. ऑफिस, एम.एस. एक्सेल, ई-ऑफिस का प्रयोग

3. उपर्युक्त पदों के लिए क्षे.क्ष.नि. एवं जा.कें., बेंगलूर में प्रतिनियुक्ति के लिए विचार किए जाने के इच्छुक अधिकारी/कर्मचारी आवेदन पत्र सक्षम प्राधिकारी द्वारा प्रत्येक पृष्ठ पर विधिवत सत्यापित पिछले पांच वर्षों के लिए एपीएआर की प्रमाणित प्रतियां और **अनुलग्नक 1** में निर्धारित प्रारूप में अपने बायोडाटा सहित दिनांक **31.12.2025** तक या उससे पूर्व उचित चैनल के माध्यम से क्षे.क्ष.नि. एवं जा.कें., बेंगलूर को आवेदन अग्रेषित कर सकते हैं। एक प्रमाण पत्र भी, यह सूचित करने के लिए कि आवेदक के विरुद्ध कोई अनुशासनात्मक/न्यायालय/सतर्कता मामला या तो लंबित नहीं है या विचाराधीन नहीं है, आवेदन के साथ अग्रेषित किया जाना चाहिए।
4. सफल उम्मीदवारों का निर्णय चयन समिति द्वारा किया जाएगा और सक्षम प्राधिकारी द्वारा अनुमोदित किया जाएगा। सक्षम प्राधिकारी के आदेशानुसार आवश्यक व्यावहारिक परीक्षा/व्यक्तिगत साक्षात्कार भी आयोजित किया जा सकता है।
5. पदों के लिए प्रतिनियुक्ति की अवधि प्रारंभ में तीन साल की अवधि के लिए होगी और तत्पश्चात वार्षिक आधार पर बढ़ाई जाएगी। क्षे.क्ष.नि. एवं जा.कें., हालांकि, तीन साल से पूर्व भी किसी भी समय प्रतिनियुक्ति पर एक अधिकारी को प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है।
6. प्रतिनियुक्त अधिकारी/कर्मचारी समय-समय पर संशोधित डीओपीटी के सांगत अनुदेशों के अनुसार लागू प्रतिनियुक्ति भता/प्रशिक्षण भता के हकदार होंगे।
7. प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा पद के लिए आवेदन की अंतिम तिथि के अनुसार 56 वर्ष से अधिक नहीं होगी।
8. इस परिपत्र का व्यापक प्रचार किया जा सकता है और मुख्यालय के स्टाफ स्कंध के दिनांक 27.01.2025 के परिपत्र संख्या: F.No.60-Staff (App.)-I/14-2023 तथा 14.02.2025 के F.No. 111-Staff (App.)-I/14-2023 की ओर ध्यान दिया जा सकता है।
9. सामान्य तौर पर भा.ले.&ले.से. में किसी भी पद पर प्रतिनियुक्ति के लिए लागू सभी मौजूदा नियमों को इस अधिसूचना में शामिल करने के लिए लिया जाना है।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

भवदीया,

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन
क्षे.क्ष.नि. एवं जा.कें., बेंगलूर

अनुबंध-1

प्रतिनियुक्ति पर जिसके लिए आवेदन प्रस्तुत किया जाना है:-.....

1	पूरा नाम	
2	कार्यालय जहाँ वर्तमान में तैनात है	
3	पदनाम	
4	मूल कार्यालय	
5	सरकारी सेवा में प्रवेश करने की तिथि	
6	भा.ले.प.&ले.वि. में प्रवेश करने की तिथि	
7	वर्तमान पद पर पदोन्नति की तिथि	
8	जन्म तिथि	
9	शैक्षणिक योग्यताएं	
10	पेशेवर योग्यता (सीआईएसए/सीआईएसएसपी/सीआईए/सीआईएसएम आदि)	
11	कंप्यूटर में प्रवीणता	
12	अतिरिक्त विशेषज्ञता/योग्यता, यदि कोई हो,	
13	प्रशिक्षण में अनुभव	
14	कार्यक्रम/कार्यशालाएं आयोजित करने का अनुभव	
15	ई-मेल पता	
16	दूरभाष सं.	

17. रोजगार का विवरण, कालक्रमानुसार (प्रतिनियुक्ति पद सहित)

कार्यालय/ संस्थान	नियमित आधार पर धारित पद	कब से	कब तक	वेतन बैंड/वेतन मैट्रिक्स में मूल वेतन, ग्रेड वेतन	आवेदित पद से जुड़े हुए अनुभव पर प्रकाश डालते हुए कार्यों की प्रकृति

मैंने रिक्ति परिपत्र/विज्ञापन को ध्यान से पढ़ा है तथा मुझे अच्छी तरह से पता है कि उक्त पद के लिए चयन करते समय मेरे द्वारा प्रस्तुत आवश्यक योग्यता/कार्य अनुभव संबंधी दस्तावेजों द्वारा समर्थित जीवन-वृत्त में दी गई जानकारी का भी चयन समिति द्वारा मूल्यांकन किया जाएगा। मेरे द्वारा प्रदत्त सूचना/विवरण मेरी सर्वोत्तम जानकारी के अनुसार सही व सत्य है तथा मेरे चयन पर प्रभाव डालने वाले किसी भी तथ्य को न छुपाया/रोका गया है।

हस्ताक्षर:

दिनांक:



महालेखाकार का कार्यालय (लेखा एवं हक), त्रिपुरा, अगरतला
OFFICE OF THE ACCOUNTANT GENERAL (A&E)
TRIPURA::AGARTALA - 799006

दूरभाष/Phone-0381-2353905, फैक्स /Fax- 0381-2350103, ई-मेल/E-mail: agactripura@cag.gov.in

Circular No. Estt/A&E/65

Dated: 15.12.2025

CIRCULAR

Office of the Accountant General (A&E), Tripura, Agartala requires the service of one Asstt. Supervisor/ Sr. Accountant/ Accountant/ P.A./ Stenographer for the post of Welfare Assistant in the Pay Band Rs. 9300-34800/- plus Grade Pay Rs. 4800/- pre-revised level 8 as per 7th CPC on deputation basis.

(a) Eligibility: -

- (i) Officials with combined regular service of three years in the grade of Asstt. Supervisor/ Sr. Accountant in the department, or
- (ii) P.A. in department with five years regular service, or
- (iii) Accountant/Stenographer with nine years of regular service in the grade in the organization in which vacancies have arisen.
- (iv) Age on the closing date of application not exceeding 56 years.

(b) Desirable Qualification-

Participation in sports and cultural activities and aptitude for welfare activities.

The willing officials of O/o the Accountant General (A&E), Tripura, Agartala are requested to submit their application to the Estt (A&E) Section on or before 31.12.2025 in the following format :

1. Name:-
2. Post held: -
3. Date of entry into Service: -
4. Date of promotion to the present grade: -
5. Experience in Welfare activities, if any: -
6. Participation in sports and cultural activities, if any: -

The post of Welfare Assistant is ex-cadre post. Person appointed for the post will be eligible to draw pay plus deputation (duty) allowance or the pay in the Pay Level of the post as he may opt. The initial period of deputation will be for 01(one) year which may be extended thereafter subject to suitability and administrative convenience. The functions of Welfare Assistant are shown in enclosed Annexure.


Sr. Accounts Officer/Admn

Copy forwarded to: -

1. Secretary to AG (A&E) for kind appraisal of AG.
2. PA to Sr.DAG (A&E) for kind appraisal of Sr. DAG.
3. All Sr. AOs
4. All AAOs/Supervisors - They are requested to bring the content of the circular to the notice of all officials working under their control.
5. Sr. DP/IT Cell for uploading the Circular in office website and for bulk SMS
6. Notice Board.
7. Hindi Cell.
8. All AGs/PAGs – as per mailing list (except overseas offices).


Sr. Accounts Officer/Admn

ANNEXURE

The Welfare Assistant is to perform/discharge of the following duties/functions :

1. Assistance to Staff suddenly fallen ill or those chronically ill. Helping in securing admission in place of treatment.
2. Helping in case of need in securing admission of children in school, college and other educational institution.
3. To arrange washing of towels, curtains, table cloths, sofa-covers and issue of soap and cloth.
4. Cleanliness of office building, premises and bathrooms including adequacy of water supply.
5. Neatness of working place including proper maintenance of furniture, removable of outward records, elimination of congestion in section, adequacy of lighting and ventilation.
6. Adequacy of drinking water facilities.
7. Parking plots for cycles and scooters and ensuring their safety and protection against sun and rain.
8. Encouragement to players for participation in games and sports, arrangement of matches and tournaments.
9. Arrangement for get-togethers and picnics.
10. Liaison with recreation club, co-operative credit societies, House building societies etc.
11. Benevolent Fund, special C.L., Lighting arrangement of office, fire-righting equipment, security arrangements, declaration of holidays, casualties.
12. Administrative works relating to MTS and Casual labourers.
13. Cleanliness and proper up keeping of the canteen, cleanliness of doors and windows, fans and other appliances and removable of cob-webs all over the building.
14. Assisting/helping Sr.DAG/DAG, Sr.AO(Admn) regarding staff welfare.
15. Assisting the families of Govt. servant who die while in service regarding compassionate appointment.
16. Facilitating Sr.DAG/AG and other senior officers visiting stations at airport during travel.
17. Maintain First-Aid kit and supply necessary First-Air medicines to needy persons.
18. Work with AG Cell/Sr. DAG Cell/Estt. Section/Record Section at the time of visit of senior officers from Hqrs. Office and other stations.
19. Closely interacting with the staff members and bringing to the knowledge of Sr.AO(Admn)/Sr.DAG/DAG regarding general grievances, if any, immediately.
20. Help to organize official functions/programmes, cultural programmes in the office.
21. Any other work assigned by AG/Sr.DAG/DAG.


15/12/2025
Sr. Accounts Officer/Admn

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा)
हिमाचल प्रदेश, गॉर्टन कैसल
शिमला - 171 003



Office of the Principal Accountant General (Audit)
Himachal Pradesh,
Gorton Castle, Shimla-171 003

संख्या: प्रशा०/ले०प०/प्रतिनियुक्ति/कैटीन स्टाफ/I/1238311/2025
दिनांक: 17-12-2025

To

All Heads of Department (in IA&AD)

(Except Overseas Audit Offices)

Subject: Filling up the post of **Manager during the** panel year 2026 in the Type 'B' Departmental Canteen on deputation basis- reg

This office intends to fill up one post of **Manager** in Level-6 of pay matrix of Central Civil Service (Revised Pay) Rules, 2016, likely to fall vacant during the panel year 2026, in the Departmental Canteen of this office, on deputation basis amongst officials possessing the following eligibility and qualifications:

Sl. No.	Name of post	Eligibility criteria
1.	Manager	<p>a) Officials of the Central Government</p> <p>(i) holding analogous post on regular basis in the parent cadre or department, or</p> <p>(ii) with six years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level 5 of pay matrix or equivalent in the parent cadre or Department; or</p> <p>(iii) with 10 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 of pay matrix or equivalent in the parent cadre or Department and</p> <p>b) Possessing the following educational qualifications and experience</p> <p>(i) Bachelor's degree in Commerce or Business Studies or Economics or Public Administration of a recognized University or Institute and</p> <p>(ii) two years' experience in Accounts work in any Government office or Public Sector Undertaking or Autonomous or Statutory Organization.</p>

Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department shall ordinarily not to exceed three years.

The maximum age limit for appointment by deputation shall not be exceeding **56 years** as on the closing date of receipt of application.

The initial period of deputation will be for **one year** and may be extended thereafter subject to his/her continued suitability and administrative convenience. The deputation will be governed by the terms and conditions laid down in Headquarters Office Circular No. 60-Staff(App)-I-14-2023 dated 27.01.2025 and DoPT O.M. No. 6/8/2009-Estt (Pay II) dated 17.06.2010 and subsequently amended from time to time.

While working in this office, the selected official will receive admissible deputation (Duty) allowance in accordance with the prevalent rules.

Eligible and willing officials may submit their application through proper channel along with copies of APARs for the **last 05 years**, Vigilance Clearance Certificate to the effect that no disciplinary/ court/vigilance case is either pending or contemplated against the applicants along with Bio-data latest **by 31.12.2025**.

Issues with prior approval of the competent authority.

Digitally signed by
SANDEEP DABUR

वरिष्ठ उप महालेखाकार (प्रशासन)
Date: 17-12-2025
11:02:31

Phone: +91-177-2652607

E-mail: agauhimachalpradesh@cag.gov.in

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



Regional Capacity Building and
Knowledge Institute, Chennai
Indian Audit and Accounts Department

No.RCBKI/Admn/I/2025-26/Comp.No. 49288

Dated: 17.12.2025

To

All the Heads of the Department in IA&AD
(As per mailing list)

Sub: Filling up of vacant posts (Non-faculty) in RCB&KI, Chennai on deputation basis -
Reg

Sir/Madam,

The Regional Capacity Building & Knowledge Institute, Chennai, invites applications from eligible candidates to fill the vacant posts on a deputation basis as detailed below:

Sl. No.	Post	No. of Posts	Purpose	Work requirement	
1.	AAO(OM)	01	To handle the Office Management related work	1.	Holding an analogous post on regular basis.
				2.	At least two years' experience in General Administration/Establishment/OM
				3.	Proficient in MS Office, e-office, and PFMS
				4.	Hostel and Canteen Management. Liaison works with CPWD.
				5.	Purchase of all items required for the day-to-day functioning of the office and Hostel, either through GeM or through local purchase.

2. Asst Supervisor/Sr. Auditor/Sr. Accountant/ Auditor/ Accountant	04	1.	Holding an analogous post on a regular basis in the parent cadre with a minimum of five years of service.
		2.	Knowledge relating to overall work in IA&AD is necessary
		3.	Possessing knowledge and experience in operating computer applications, including e-office, e-HRMS, PFMS, GeM, iBEMS.
		4.	Having profound knowledge in administrative/establishment and Office Management matters, including Income Tax.

1. Applications should be forwarded to this office on or before **30.12.2025**, along with
 - a. Biodata (Annexure-I)
 - b. Certified copies of APARs for the last five years, duly attested on each page (Annexure-II).
 - c. Vigilance Clearance Certificate, certifying that no disciplinary, court, or vigilance case is pending or contemplated against the applicant.
2. The required documents of the eligible candidates may be scanned and sent by email by the respective parent offices to avoid postal delays.
3. The term of deputation will be initially for a period of 03 (three) years, which may be extended thereafter, subject to his/her continued suitability, administrative convenience, and Headquarters' concurrence.
4. While working at RCB&KI, Chennai, the selected official will draw his/her basic pay plus admissible Deputation allowance/Training Allowance under extant rules and regulations
5. The maximum age for appointment by deputation shall not exceed 56 years as on the date of application.
6. The officials working on deputation shall not have the right to absorption in any post in the Institution.
7. 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).
8. A reference is invited to Headquarters Circular No. 269/Trg.Div/42-A/2019 dated 18.09.2019 (attached herewith), 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 display the deputation notifications issued by RCB&KIs/RCB&KCs on the noticeboards 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 Institute/Centre concerned, without withholding any application.
- c. On completion of the selection process, the field offices shall obligatorily relieve the selected official(s) for administrative assignments at RCB&KIs/RCB&KCs at the earliest.

9. As per Hqrs office letter no 30-Staff 2024 No 55- Staff Entt.2/53-2024 dated 05.09.2024, RCB&KI Chennai follows a five-day working week.

10. RCB&KI, Chennai, reserves the right to repatriate a deputationists at any time if his/her performance is found unsatisfactory.

This issue with the approval of the Director General, RCB&KI, Chennai.

Yours faithfully,

Senior Audit Officer (Admn.)

Encl: As stated above.

ANNEXURE – I

**APPLICATION FOR THE POST OF ASSISTANT AUDIT/ACCOUNTS OFFICER,
ASST SUPERVISOR, SR. AUDITOR/SR. ACCOUNTANT/AUDITOR/ACCOUNTANT**

1.	Name in full (Shri/Smt/Ms/Kum)	
2.	Present Post held	
3.	Date of entry in the Govt. Service	
4.	Date of entry in IA&AD	
5.	Office to which the applicant belongs 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*	
14.	Proficiency in computers, details may be given**	
15.	Mobile Number & official email ID	
16.	Any other relevant details***	

Date:

Place:

(Signature of Applicant)

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

Signature of the Head of the Department (with stamp)

Annexure II

ABSTRACTS OF APARs/ACRs FOR THE LAST FIVE YEARS UPTO 2024-25

-

(Year-wise APAR grading for the last five years to be given in respect of each official)

Sl. No.	Name & Designation	2024-25	2023-24	2022-23	2021-22	2020-21
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 it 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:

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



Regional Capacity Building and
Knowledge Institute, Chennai
Indian Audit and Accounts Department

RTI-20283(U1)/1/2022-ADMN/Comp.No. 53591

Dated: 17.12.2025

To

All the Heads of the Department in IA&AD

(As per mailing list)

Sub: Filling up of vacant posts (Faculty) in RCB&KI, Chennai on deputation basis-reg

Sir/Madam,

The Regional Capacity Building & Knowledge Institute, Chennai, invites applications from eligible candidates to fill the vacant posts on a deputation basis as detailed below:

Sl. No.	Post	No. of Posts	Purpose	Eligibility & Work Requirement										
1..	AAO(IS) Post is interchangeable between Sr.AO/AAO	01	To handle classes in Information Systems related topics and other allied works from time to time.	<table><tr><td>1.</td><td>Holding an analogous post of AAO/SAO on regular basis.</td></tr><tr><td>2.</td><td>Having ample knowledge and experience in handling classes in MS Office applications, Oracle, SQL, IDEA, IT Audit, PostgreSQL, and KNIME.</td></tr><tr><td>3.</td><td>CIA or CISA qualification is preferred, and experience in IT Audit will be an added qualification</td></tr><tr><td>4.</td><td>Proficiency in the SAI portal is essential.</td></tr><tr><td>5.</td><td>Technical knowledge, both hardware and software, and proficiency in the GeM portal are desired.</td></tr></table>	1.	Holding an analogous post of AAO/SAO on regular basis.	2.	Having ample knowledge and experience in handling classes in MS Office applications, Oracle, SQL, IDEA, IT Audit, PostgreSQL, and KNIME.	3.	CIA or CISA qualification is preferred, and experience in IT Audit will be an added qualification	4.	Proficiency in the SAI portal is essential.	5.	Technical knowledge, both hardware and software, and proficiency in the GeM portal are desired.
1.	Holding an analogous post of AAO/SAO on regular basis.													
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3.	CIA or CISA qualification is preferred, and experience in IT Audit will be an added qualification													
4.	Proficiency in the SAI portal is essential.													
5.	Technical knowledge, both hardware and software, and proficiency in the GeM portal are desired.													

2.	AAO(OIOS) Post is interchangeable between Sr.AO/AAO	02	To function as an OIOS Functional Help Desk (FHD) to field offices and support capacity building	1. Holding an analogous post (AAO/SAO) on regular basis.
				2. Having good communication skills and being well-versed in the use of OIOS
				3. Having good functional knowledge of IT tools like Excel, Word, Tableau, etc.
3	AAO(e-HRMS) Post is interchangeable between Sr.AO/AAO	02	To function as a Functional Help Desk (FHD) to the Administration sections and User Offices during the e-HRMS implementation and on boarding phase.	1. Holding analogous post (AAO/SAO) on a regular basis
				2. Proficiency in working on Information Technology applications and computers.
				3. Having experience related to Human Resources or Administration/Bills in the Department, and with experience in a computerization project.
				4. Experience in working in Administration and dealing with Service Books, etc., will be an added advantage.

1. Applications should be forwarded to this office on or before **30.12.2025**, along with
 - a. Biodata (Annexure-I)
 - b. Certified copies of APARs for the last five years, duly attested on each page (Annexure-II).
 - c. Vigilance Clearance Certificate, certifying that no disciplinary, court, or vigilance case is pending or contemplated against the applicant.
2. The required documents of the eligible candidates may be scanned and sent by email by the respective parent offices to avoid postal delays.
3. The term of deputation will be initially for a period of 03 (three) years, which may be extended thereafter, subject to his/her continued suitability, administrative convenience, and Headquarters' concurrence.
4. While working at RCB&KI, Chennai, the selected official will draw his/her basic pay plus admissible Deputation allowance/Training Allowance under extant rules and regulations
5. The maximum age for appointment by deputation shall not exceed 56 years as on the date of application.

6. The officials working on deputation shall not have the right to absorption in any post in the Institution.
7. The applications of the officials working in any office on a deputation basis on normal terms and conditions shall be forwarded through their respective Parent Office(s).
8. As per Hqrs office letter no 30-Staff 2024 No 55- Staff Entt.2/53-2024 dated 05.09.2024, RCB&KI Chennai follows a five-day working week.
9. A reference is invited to Headquarters Circular No. 269/Trg.Div/42-A/2019 dated 18.09.2019 (attached herewith), 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 display the deputation notifications issued by RCB&KIs/RCB&KCs on the noticeboards 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 Institute/Centre concerned, without withholding any application.*
 - c. *On completion of the selection process, the field offices shall obligatorily relieve the selected official(s) for administrative assignments at RCB&KIs/RCB&KCs at the earliest.*
10. RCB&KI, Chennai, reserves the right to repatriate the deputationists at any time if his/her performance is found unsatisfactory.

This issue with the approval of the Director General, RCB&KI, Chennai.

Yours faithfully,

Senior Audit Officer (Admn.)

ANNEXURE – I

APPLICATION FOR THE POST OF ASSISTANT AUDIT/ACCOUNTS OFFICER (IS), ASSISTANT AUDIT/ACCOUNTS OFFICER (OIOS) & ASSISTANT AUDIT/ ACCOUNTS OFFICER (e-HRMS)

1.	Name in full (Shri/Smt/Ms/Kum)	
2.	Present Post held	
3.	Date of entry in Govt. Service	
4.	Date of entry in IA&AD	
5.	Office to which the applicant belongs 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*	
14.	Proficiency in computer, details may be given**	
15.	Mobile Number & official email ID	
16.	Any other relevant details***	

Date:

Place:

(Signature of Applicant)

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

Signature of the Head of the Department (with stamp)

Annexure II

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