

परिपत्र / CIRCULAR

विषय:- Filling up of vacancies on deputation basis advertised by various offices.

निम्नलिखित कार्यालयों में दर्शाये अनुसार आवेदन पत्र आमंत्रित किए गए हैं :

नोट :- कृपया आवेदन प्रपत्र प्रशासन अनुभाग से प्राप्त करें।

क्र. सं	कार्यालय का नाम	पद का नाम (पदों की संख्या)	योग्यता	प्रशासन में आवेदन की अंतिम तिथि
1	Regional Capacity Building & Knowledge Centre, Bengaluru	SAO/non-faculty (1)	<ol style="list-style-type: none"> 1. Holding of analogous post of SAO. 2. Handling of Administrative Activities. 3. Good Communication skills. 4. Should possess reasonable IT Skills i.e. use of MS Office, E-Office. 5. Knowledge of procurement through GeM portal. 6. Ability to handle lectures is desirable. 	10.02.2025
		AAO/non-faculty	<ol style="list-style-type: none"> 1. Holding of analogous post of AAO. 2. Handling of Administrative Activities. 3. Good Communication skills. 4. Should possess reasonable IT Skills i.e. use of MS Office, E-Office. 5. Knowledge of procurement through GeM portal. 	
		AAO/CKR	<ol style="list-style-type: none"> 1. Holding of analogous post of AAO. 2. Experience in the field of audit 3. Good Communication skills. 4. Should possess reasonable IT Skills i.e. use of MS Office, E-Office. 	
2	Office of the Principal Accountant General (Audit), Himachal Pradesh	Welfare Assistant	<ol style="list-style-type: none"> 1. Holding analogous posts on regular basis in the parent cadre and department. OR With three years of combined service in the grade of Sr. Auditor/Sr. Accountant and Assistant Supervisor rendered after appointment thereto on regular basis in the parent cadre. AND Possessing 3 years of experience in the field of community activities, housekeeping activities, sports and cultural activities, personal administration including settlement of personal claims, etc. 	12.02.2025

			2. The maximum age limit for appointment shall not exceed 56 years.	
3	Regional Capacity Building & Knowledge Institute, Nagpur	Sr. AO (Admin, IS Faculty)	Holding similar post in any office. Work experience in admin section and Knowledge in using computers with good communication skills are preferred. In-depth knowledge and experience in delivering lectures on computer-based training programs like MS Office, Oracle, CAATs- IDE, Tableau, PL/SQL, IT Audit, Website applications etc. Position will also require developing training materials for IS Courses.	10.02.2025
		Private Secretary/ P.A to Director General	Holding analogous post in any office. The official shall report to the Hon'ble Director General, RCBKI, Nagpur.	
		AAO(e-HRMS)	Knowledge in using of Computers and IT enabled services with good communication skills are preferred.	
		Auditor (Admin)	Holding similar post in any office. Work experience in admin section and knowledge in using of computers with good communication skills are preferred.	
		Clerk (Admin and training related)	Holding similar post in any office.	

हस्ता०

व.ले.प.अ. (प्रशासन)

सं.:प्रशासन/VI/रिक्ति परिपत्र /306/2024-25/ 3783-3789 दिनांक : 24 JAN 2025
प्रतिलिपि: सूचनार्थ एवं आवश्यक कार्यवाही हेतु निम्नलिखित को प्रेषित की जाती है।

1. वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन), महानिदेशक लेखापरीक्षा(पर्यावरण एव वैज्ञानिक विभाग), नई दिल्ली
2. वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन), महानिदेशक लेखापरीक्षा (इन्फ्रा.), नई दिल्ली
3. वरिष्ठ लेखा परीक्षा अधिकारी (प्रशासन), महानिदेशक लेखापरीक्षा (ऊर्जा), नई दिल्ली
4. वरिष्ठ लेखापरीक्षा अधिकारी / Coordination Cell or EDP – वेब साईट पर अपलोड करने हेतू
5. इस कार्यालय के सभी अनुभाग (Admn.-I, Claim, Bills, Establishment., Report, Appropriation & Finance Accounts, IAS, Hindi/राजभाषा, AMG-I, AMG-II, AMG-III)
6. सूचना पट्ट

व.ले.प.अ. (प्रशासन)