

Filling up of vacancies in various cadres on deputation basis.

Applications invited from:

All interested and eligible officials/Officers

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section: RCB&KI, Jammu-18.12.2023.

**O/o THE DIRECTOR GENERAL REGIONAL CAPCITY BUILDING &
KNOWLEDGE INSTITUTE, JAMMU**

No: RCB & KI/J/A/Dep/2023-24/744

Dated: 02-12-2023

To

CAG-All Offices (as per mailing list),

Subject: Deputation for the post of AAO(eHRMS) in RTI-Jammu regarding.
Sir/Madam,

In continuation to this office notification No: RTI/J/A/2022-23/Dep/636 dated: 27/10/2023, applications are again invited from desirous candidates for deputation assignment as per instructions given below.

S. No.	Post	No of vacancies
1.	Asstt: Audit/Accounts Officer for (implementation of eHRMS)	01

Eligibility Criteria

1. Holding analogous post of A.A.O
- 2.. Knowledge relating to overall Auditing in IA &AD is necessary.
3. **The applicant should necessarily have proficiency for handling of eHRMS**
4. Proficiency in working on IT applications and computer weightage will be given to the applicant having experience related to human resources or administration/bills in the department and to those with experience of work in computerization projects.
5. Candidates with qualification in related IT subjects will also be preferred.
6. The officer shall be responsible for all the assigned work relating to the eHRMS or any other work which will be assigned by the Director General.

Terms of deputation & selection process

1. All officers who are willing should apply for the deputation through their respective Parent Offices. The Parent Offices are requested to forward such applications along with the Bio-data (prescribed format enclosed) and APARs for the **last two years** duly attested on each page to this Institute, so as to reach this Institute latest by **02-01-2024**. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant. The required documents of the eligible candidates by the respective Parent offices may be scanned and sent by email to avoid postal delay.
2. The RTI/RTC reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
3. The selected officer will be entitled to deputation allowance as per instructions prevailing from time to time and further extension on yearly basis subject to sanction of continuity of above stated post by Headquarters 'Office.
4. Selection of a suitable officer shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall be notified.
5. Maximum age limit for deputation should not exceed 56 years as on the closing date of application for the post.

6.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 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 RTIs/ 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 positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application;
- c. On completion of the selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.

Further, Headquarters' Office has again issued a circular letter vide No:**11/Trg. Div./42-A/2023 dated: 02/05/2023** to heads of Department of IA&AD offices requesting therein that:

- (i) Heads of field offices may assess the human resource requirements of respective offices and spare the services of SAOs/AAOs to RTIs /RTCs by permitting them to apply against the vacancies notified by RTIs /RTCs.
- (ii) Encourage SAOs/AAOs with domain knowledge for applying for the positions of Core-Faculty notified by the RTIs/RTCs providing them an opportunity to contribute to the capacity development activities of SAI India.
- (iii) Heads of field offices may extend faculty support by deputing officers with domain expertise to facilitate training sessions at RTIs/RTCs whenever such requests received from RTIs / RTCs.
- (iv) Heads of field offices/ RTIs / RTCs may actively discuss the above

Yours faithfully,
Sd/-
Sr. Administrative Officer (A)

**O/o THE DIRECTOR GENERAL REGIONAL CAPACITY BUILDING &
KNOWLEDGE INSTITUTE, JAMMU**

No: RCB & KI/J/A/ Dep/2023-24/742

Dated: 02/12/2023

To

CAG-All Offices
(As per mailing list)

Subject: Deputation for the one post of Sr. A. O (KC-DEF) in RCB & KI, Jammu –regarding.

Sir/Madam,

In continuation to this office notification issued under No: RTI/J/A/Dep/2023-24/635 dated 27-10-2023, the applications from desirous officers of the rank of **Senior Audit Officer** are invited for the deputation assignment as per the Job description/ Eligibility criteria given below:

S. No.	Post	No of vacancies
1.	Sr. Audit Officer (Knowledge Centre –Defence Audit)	01

Eligibility Criteria

1. Holding the analogous post of Sr. A. O.
- 2.. Knowledge relating to overall working in IA &AD is necessary.
3. Possessing in-depth knowledge and experience in operating Computer applications including e-office.
4. Delivering lectures with regard to Knowledge Centre-Defence Audit is mandatory.
5. Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and case studies with regard to Knowledge Centre-Defence Audit courses.
- 6.The applicants who are 58 years of age or above should not apply for the **deputation** post.

Terms of **deputation & selection process**

1. The **deputation** term shall initially be for a period of three years and may be extended by Competent Authority subject to continued suitability of the officer and administrative convenience. The RCB & KI however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
2. **Training** Allowance would be admissible as per instructions prevailing from time to time.
3. Selection of a suitable officer will be made by adopting the appropriate selection procedure based on the requirement of knowledge and skills involved in the job. The selection of the applicant will be notified.
4. All officers who are willing should apply through their respective Parent Offices. In accordance with Headquarters' Office instructions, the Parent Offices are requested to forward the applications of all willing officers alongwith the Bio-data and APARs for the last five years to this Institute, so as to reach this Institute latest by **02-01-2024**.

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 RCB & KIs 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 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 to the concerned Institute/Centre, without withholding any application;
- c. On completion of the selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RCB & KIs at the earliest.

The Headquarter office has again issued a circular letter vide No:**11/Trg. Div./42-A/2023 dated: 02/05/2023** to heads of Department of IA&AD offices requesting therein that:

- (i) Heads of field offices may assess the human resource requirements of respective offices and spare the services of SAOs/AAOs to RCB & KIs by permitting them to apply against the vacancies notified by RCB & KIs.
- (ii) Encourage SAOs/AAOs with domain knowledge for applying for the positions of Core-Faculty notified by the RCB & KIs providing them an opportunity to contribute to the capacity development activities of SAI India.
- (iii) Heads of field offices may extend faculty support by deputing officers with domain expertise to facilitate training sessions at RCB & KIs whenever such requests received from RCB & KIs.
- (iv) Heads of field offices RCB & KIs may actively discuss the above

Yours faithfully,

Sd/-
Sr. Administrative Officer (A)

**O/o THE DIRECTOR GENERAL REGIONAL CAPACITY BUILDING &
KNOWLEDGE INSTITUTE, JAMMU**

No: RCB & KI/J/A/Dep/2023-24/743

Dated: 02.12.2023

To

CAG-All Offices (as per mailing list)

Subject:

Deputation for one post of AAO in RCB & KI-Jammu for implementation of One IAAD One System (OIOS).

Madam/Sir,

In continuation to this office earlier notification No: RCB & KI/J/A/2023-24/Dep/638 dated: 27-10-2023, applications are again invited from desirous candidates for deputation assignment as per instructions given below.

S. No.	Post	No of vacancies
1.	Asstt: Audit Officer for the One IAAD One System (OIOS)	01

Eligibility Criteria

1. Holding analogous post of A.A.O.
- 2.. Knowledge relating to overall Auditing in IA &AD is necessary.
3. Regular working proficiency in computers and comfort in using IT is necessary. Specialized technical qualifications in computer are highly desirable.
4. The applicant with 56 years of age or above should not apply for the deputation post.
- 5 The officer shall be responsible to support capacity building, handholding and as functional OIOS helpdesk for C&AG office and field offices.

Terms of deputation & selection process

- 1.All officers who are willing should apply for the deputation through their respective Parent Offices. The Parent Offices are requested to forward such applications along with the Bio- data (prescribed format enclosed) and APARs for the last five years duly attested on each page to this Institute, so as to reach this Institute latest by **02-01-2024**. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant. The required documents of the eligible candidates forwarded by the respective Parent offices may be scanned and sent by email to avoid postal delay.
- 2 The RCB & KI reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
3. The initial period of deputation will be for a period of three years and is extendable subject to performance and approval of Competent Authority.
4. The selected officer will be entitled to Training allowance as per instructions prevailing from time to time and further extension on yearly basis subject to sanction of continuity of above stated posts by Headquarters 'Office.
5. Selection of a suitable officer shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall

be notified.

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 RCB & KI 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 & KIs 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 to the concerned Institute/Centre, without withholding any application;
- c.** On completion of the selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RCB & KIs at the earliest.

Further, Headquarters' Office has again issued a circular letter vide No:**11/Trg. Div./42-A/2023 dated: 02/05/2023** to heads of Department of IA&AD offices requesting therein that:

- (i) Heads of field offices may assess the human resource requirements of respective offices and spare the services of SAOs/AOs to RCB & KIs by permitting them to apply against the vacancies notified by RCB & KIs.
- (ii) Encourage SAOs/AOs with domain knowledge for applying for the positions of Core-Faculty notified by the RCB & KIs providing them an opportunity to contribute to the capacity development activities of SAI India.
- (iii) Heads of field offices may extend faculty support by deputing officers with domain expertise to facilitate training sessions at RCB & KIs whenever such requests received from RCB & KIs.
- (iv) Heads of field offices/ RCB & KIs may actively discuss the above

Yours faithfully,

Sd/-

Sr. Administrative Officer (A)