

क्षेत्रीय क्षमता निर्माण और ज्ञान संस्थान
लाचाटेलेटे कॉम्प्लेक्स, लैतुमखराह,
शिलांग - 793003.



REGIONAL CAPACITY BUILDING AND
KNOWLEDGE INSTITUTE
LACHATELLETE COMPLEX, LAITUMKHRAH
SHILLONG - 793003.

Date: 12 SEP 2025

संख्या/No. 73-RCB&KI/SHG/Deptn./1-1/2025-26/Vol.XII/892

Date :12.09.2025

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 31.10.2025**, 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 by the respective parent offices to avoid postal delay.

2. Term & Remuneration

- The term of deputation for Sl. 1, 2,4 and 6 in Annexure – I will be initially for a period of 03 (three) years.
- The term for Sl. No. 3&5 in Annexure – I 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

- The maximum age for appointment by deputation shall not exceed 56 years as on date of application.
- The officials working on deputation shall not have the right for absorption in any post in the Institution.
- 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' Instructions

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:

- 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.
- 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**.
- 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.
- The RCB&KI, Shillong reserve the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

Further a reference is invited to Headquarters' letter No. 60-Staff(App-I)/14-2023 dated 27.01.2025 regarding "*Revised Deputation Guidelines – Deputation to RCB&KIs/NAAA/iCISA/iCED*", which emphasizes uniformity and transparency in the deputation process and adherence to stipulated procedures while filling such posts.

5. Restriction on Reapplications

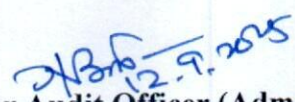
Clause 5(b) regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/RCB&KCs will not apply in case of applicants who have been reverted/repatriated in the last six (06) months from RCB&KIs/RCB&KCs to their parent offices as per Hqrs' Circular No. 398/Trg.Div/42A/2019 dated 14.07.2020 (copy enclosed). This may please be noted before forwarding the applications.

This Circular is also available in the office website of RCB&KI, Shillong under *Public Interface < Circulars/orders*.

This issues with the approval of Director General.

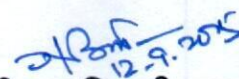
Yours faithfully,

Encl: As stated above.


Senior Audit Officer (Admn)

ANNEXURE - I

Sl. No	Post	No. of Posts	Purpose	Work requirement
1.	AAO (Admn)	01	To handle the Administration related work.	1. Holding analogous post on regular basis. 2. At least two years' experience in Administration/ Establishment. 3. Proficient in MS Office and e-office. 4. Ability to handle DDO charge, Procurement, Tendering, Bills, TDS, Returns, Hospitality and other Establishment matters.
2.	AAO (CKR)	01	To handle Central Knowledge Repository related work.	1. Holding analogous post on regular basis. 2. Proficient in working with computers. 3. Experience in at least one of the fields of Autonomous District Councils, Works Audit and Procurement. 4. Interest in Research, writing Research Papers and Knowledge building.
3.	AAO (OIOS) Post is interchangeable between Sr.AO/ AAO.	01	To function as OIOS helpdesk to field offices and support capacity building	1. Holding analogous post on regular basis. 2. AAO with wide exposure to audit and comfortable in using IT Audit systems. 3. Specialized technical qualification in computer is highly desirable.
4.	Private Secretary	01		1. Holding analogous post on regular basis in the parent cadre. 2. Having expertise in use of MS Office software as well as good knowledge of typing and shorthand. 3. Having good knowledge of computers and e-office.
5.	Junior Translator	01	Translation of all Admin and training related work	1. Holding analogous post on regular basis in the parent cadre. 2. Having expertise in use of MS Office as well as good knowledge of typing in both Hindi and English.
6.	Senior Accountant/ Senior Auditor/ Accountant/ Auditor	01		1. Holding analogous post on regular basis in the parent cadre. 2. Working Knowledge in Administrative related works. 3. Having good knowledge of computers and e-office.


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

ANNEXURE - II

**APPLICATION FOR THE POST OF ASSISTANT AUDIT/ACCOUNTS OFFICER/
PRIVATE SECRETARY/ JUNIOR TRANSLATOR/ 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)

¹Separate annexure may be attached

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 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:.....

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAY MARG, NEW DELHI – 110 124

No. 269/Trg. Div./42-A/2019
Dated 18.09.2019

TRAINING DIVISION
CIRCULAR

To

Heads of Department of IA&AD offices
(As per e-mail list)

Subject: Deputation of staff to RTIs/RTCs

Madam/Sir,

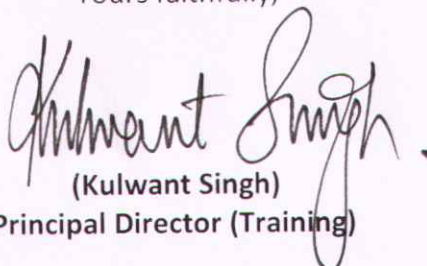
Regional Training Institutes (RTIs)/Regional Training Centres (RTCs) are the centres for capacity building of Indian Audit & Accounts Department and enrich the human capital of its user offices across India.

2. The staff working at RTIs/RTCs are appointed on deputation basis from field offices of the department across India. To augment the staff (Administration and Faculty) in RTIs/RTCs, the competent authority has decided that while deputing staff to RTIs/RTCs, all the field offices shall strictly adhere to the following instructions:

- (i) 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;
- (ii) Field offices shall forward all the applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application;
- (iii) On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
- (iv) 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.

3. Receipt of this circular may please be acknowledged by email to trgwing@cag.gov.in

Yours faithfully,


(Kulwant Singh)
Principal Director (Training)

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAY MARG, NEW DELHI – 110 124**

**No. 398 /Trg. Div./42-A/2019
Dated 14.07.2020**

**TRAINING DIVISION
CIRCULAR**

To

**Heads of Department of IA&AD offices
(As per e-mail list)**

Subject: Deputation of staff to RTIs/RTCs

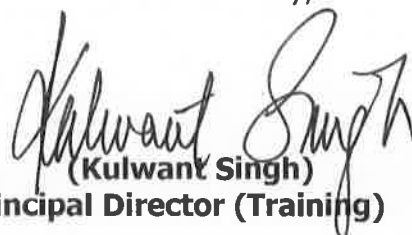
Madam/Sir,

2. Kindly refer to Training Division's Circular No. **No. 269/Trg. Div./42-A/2019 Dated 18.09.2019** on the subject. (Copy attached). In continuation of the said circular, the competent authority has decided that field offices, while forwarding the applications to RTIs/RTCs should adhere to the following instruction.

Clause 2 (ii) of Circular No.269/Trg. Div./File.42-A/2019 dated 18.09.2019 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. During this period RTIs/RTCs may make appropriate efforts to fill in their vacancy with wide dissemination of their advertisement and it's follow-up.

3. Receipt of this circular may please be acknowledged by email to trqwing@caq.gov.in

Yours faithfully,


(Kulwant Singh)
Principal Director (Training)

No. 60 –Staff (App)-I/14-2023

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 27.01.2025

To

All Heads of Department in IA&AD
Director General (Training)
Director General (Commercial)
Director (P)

Subject: Deputation of staff within Indian Audit & Accounts Department

Madam/Sir,

As per the existing guidelines, Heads of the Department in IA&AD have been vested with the powers to recommend their staff for deputation and extend their tenure of deputation within IA&AD up to 07 years. The extension in deputation term of officials beyond 7th year is being granted by the Headquarters office on yearly basis. There is no limit on the tenure of deputation of officers within the IA&AD. This policy was reviewed by the Competent Authority as it led to skewed distribution at the field as well as its limited utility. In supersession of HQrs. letter no. 1468-Staff (App)-I/08-2016 dated 09.11.2023, the revised guidelines on the subject cited above are enclosed as annexure for your information and further necessary action at your end.

2. Staff members who are currently on deputation beyond 07 years shall be allowed to continue their present approved term of deputation for another 06 months from the date of issue of these guidelines, to give them and their parent office the time for preparation of repatriation.
3. These guidelines will come into force with immediate effect.
4. Please acknowledge receipt of this letter.

Yours faithfully,

Encl: As above

25/2/25
(Sumeet Kumar)
Assistant Comptroller & Auditor General (N)-1

Deputation of Staff within Indian Audit & Accounts Department

As per the existing guidelines, Heads of the Department in IA&AD have been vested with the powers to recommend their staff for deputation and extend their tenure of deputation within IA&AD upto 07 years. The extension in deputation term of officials beyond 7th year is being granted by the Headquarters office without any limit resulting in many staff remaining on deputation within the IA&AD for decades defeating the meaning of deputation. This decade old policy was reviewed as it led to skewed distribution at the field as well as its limited utility. The revised guidelines are as follows. These guidelines will also cover deputation from field offices to CAG office (HQrs).

- a. The officers can avail of deputation within IA&AD for a maximum period of 12 years during their career, with the duration of each deputation tenure limited to maximum of 05 years. It can be extended to a maximum of 7 years on (5+2 basis) in exceptional cases. There will be mandatory cooling off period of 03 years after a deputation, including deputation outside the department.
- b. A request for deputation will be entertained by the Cadre Controlling Authority or the CAG Headquarters office only if it is received along with NOC/consent of the borrowing office.
- c. Deputation beyond 05 years upto 07 years on (+2 years) basis will be considered by DG (Staff) for approval on case to case basis. A request for extension of deputation beyond 05 years will be entertained by the Competent Authority only if it is forwarded along with NOC of the borrowing office, with cogent reasons and at least three months prior to the expiry of the period of deputation.
- d. Deputation is valid only for the period for which it is approved and any extension is neither automatic nor should be presumed merely on the ground that the Cadre Controlling Authority or the employee have made a request for extension. The employee concerned shall be entitled to draw salary in the borrowing office to which he/she has been deputed only for the approved period of deputation. The employee shall not be entitled to draw salary etc. after expiry of the period of deputation.
- e. An employee on such deputation shall relinquish charge and get himself/herself relieved on the last day of his/her deputation, if no orders extending his/her deputation by the concerned Cadre Controlling Authority are received. An employee who does not hand over charge at the end of the approved period of deputation will be immediately liable to disciplinary action and break-in-service for the period beyond the approved date. All orders of deputation will carry endorsement to this effect. Further, an endorsement will also be made to the Pay & Accounts office to stop payment of salary to the employee beyond the approved period of deputation.
- f. Ordinarily directly recruited officials shall be eligible to apply for deputation only after successful completion of probation period and after completing 5 (five) years of service.

25

- g. Deputation of officials within IA&AD shall be permitted if the vacancy is up to 25 percent of sanctioned post in the Cadre Controlling Office. The vacancy position for this purpose would be calculated on a half yearly basis, as on 01st January and 01st July of the year.
 - h. While calculating vacancy for the cadre of Sr. AO, number of Sr. AO (ad-hoc) shall be counted along with PIP of regular Sr. AO against sanctioned strength of Sr. AO. Similarly, while calculating vacancy for the cadre of AAO, number of AAO (ad-hoc), AAO (RT) and SAS passed officials waiting for promotion to the post of AAO shall be counted along with PIP of regular AAO against sanctioned strength of AAO.
 - i. Any deputation shall require the approval/ consent of both the borrowing and lending (cadre controlling) authorities. Therefore under normal circumstances cases of deputation shall not be sent to HQrs (Staff Wing) for approval.
2. In order to maintain transparency and ensure fair selection of the eligible officials for deputation, every Head of the Departments of IA&AD may obtain the recommendation of the transfer posting committee of the office/station, before approving the deputation.
 3. For deputation to CAG office (HQrs), DG (HQ) is the competent authority to call for deputation and selection, posting and repatriation of offices. Committee has been constituted for this purpose vide order dated Oct, 2024.
 4. The tenure of deputation once approved shall not be taken for granted and the deputationist is liable to be repatriated back if his/her performance and conduct is not up to the mark, to the satisfaction of the borrowing authority, or for other administrative reasons.
 5. The aforesaid revised guidelines shall however, not be applicable in respect of the following deputation cases:
 - i. J&K Migrant officials who are on deputation to different field offices as per the orders of the Hon'ble High Court of J&K.
 - ii. Physically handicapped officials.
 - iii. Deputation to RCB&KIs/NAAA/iCISA/iCED may be allowed for a period of 09 years at a time and for a total period of 15 years during service.
 6. Presently, deputation of staff of a Field Office to the Welfare Wing of the same Field Office (Welfare Asst, Assistant Welfare Officer, etc) are sent to HQrs for approval. Head of Departments may approve these cases at their end and not submit it to HQrs.
 7. Any deviation from the revised deputation policy shall be forwarded for approval of the Headquarters (Staff Wing) with due justification.
 8. In case of administrative exigencies, the above guidelines may be relaxed by DAI (HR) as a Competent Authority.

23/09/25
(Sumeet Kumar)

Assistant Comptroller and Auditor General (N)-I