

**APPLICATION FOR THE POST OF CORE FACULTY (Commercial)/Sr.AO and CORE FACULTY
Sr.AO**

Apply for Post (CORE FACULTY (Commercial)/Sr.AO or CORE FACULTY/Sr.AO)		
1.	Name of full(S/Shri/Smt/Ms)	
2.	Present Post held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications i) Educational ii) Professional	
7.	Office to which the applicant belongs i) Parent's Office ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Date of entry into IA&AD	
11.	Date & Year of passing SAS Examination (Please mention Civil Audit/Commercial/P&T/Railway/Defense Audit)	
12.	Date of promotion as Sr. AO	
13.	Details of other exams passed (RAE/CPD-I,CPD-II/CPD-III & Others)	
14.	Proficiency in computers, Details may be given	
15.	Present Pay Level and Pay	
16.	- Mobile Number and officials email ID	
17.	Any other relevant details : - Contributions to Audit Reports (published) - Comments on Commercial Accounts Audit Details of knowledge of I.T./I.T. Audit	

Date:

(Signature of Applicant)

ABSTRACTS OF APARs/ ACRs FOR THE LAST FIVE YEARS UP TO 2023-24

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

SI No.	Name & Designation	2023-24	2022-23	2021-22	2020-21	2019-20
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.

.....

DAG/DD/Sr. DAG/Director(Admn)/Director(P)

O/o-----

Place-----

Date:



भारतीय लेखापरीक्षा एवं लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर
Regional Capacity Building and Knowledge Institute, Jaipur



No.RTI/Jpr/F.5/K-15/Depu/Core Faculty/Vol-V/2025-26/ दिनांक 09-04-2025

सेवामें/ To,

समस्त विभागाध्यक्ष/ **All HoDs,**

भारतीय लेखापरीक्षा और लेखा विभाग के समस्त कार्यालय /All IA&AD's offices,

विषय :- प्रतिनियुक्ति के तहत संकाय सदस्य तथा संकाय सदस्य (वाणिज्यिक) के पद के लिए आवेदन की तारीख का विस्तार के संबंध में।

Subject: - Regarding extension of date of application for Core faculty and Core faculty (Commercial) under deputation.

महोदय/महोदया, Sir/Madam,

प्रतिनियुक्ति के आधार पर क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर में संकाय सदस्य तथा संकाय सदस्य (वाणिज्यिक) का एक-एक पद को भरने के लिए आवेदन मांगने के सम्बन्ध में इस संस्थान के परिपत्र सं No.RTI/Jpr/F.5/K-15/Depu/CoreFaculty/Vol-V/2024-25/I/887728/ 2025 दिनांक 25.02.2025 & No.RTI/Jpr/F.5/K-15/Depu/CoreFaculty/Vol-V/ 2024-25/I/911486/2025 दिनांक 20.03.2025 (सलग्र) के संदर्भ में, यह सूचित किया जाता है कि इच्छुक उम्मीदवारों द्वारा परिपत्र में निर्धारित दस्तावेजों/ सूचना के साथ आवेदन जमा करने की अंतिम तिथि **21.04.2025 तक** बढ़ाई जाती है।

यह प्रधान निदेशक महोदय द्वारा अनुमोदित है।

With reference to the circular No.RTI/Jpr/F.5/K-15/Depu/Core Faculty/Vol-V/2024-25/I/887728/2025 dated 25.02.2025 & No.RTI/Jpr/F.5/K-15/Depu/CoreFaculty/Vol-V/2024-25/I/911486/2025 dated 20.03.2025 of this institute (enclosed), regarding calling of applications for filling up one-one post of Core faculty and Core faculty (Commercial) in RCB&KI,Jaipur on deputation basis, this is to inform that the last date for submission of application along with documents/ information prescribed in the circular by willing candidates has been **extended up to 21.04.2025.**

A reference is invited to Headquarters circular No. 11/Trg. Div./42-A/2023 dated 02.05.2023 vide which the Heads of field offices/ RTIs/ RTCs were requested to ensure the following:

- 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.
- 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.

This issues with the approval of the Principal Director.

भवदीय/Yours faithfully,

हस्ता/-

भगवान दास

वरिष्ठ प्रशासनिक अधिकारी/प्रशा.

Sr. Administrative Officer (Admn)

ए. जी. कॉलोनी, बजाज नगर, जयपुर – 302015

A.G. Colony, Bajaj Nagar, Jaipur – 302015

दूरभाष / Tel.: 0141-2704709, फैक्स / Fax: 0141-2702927

ई-मेल / E-mail: rtijaipur@cag.gov.in, वेबसाइट / Website : <https://cag.gov.in/rti/jaipur/en>

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भारतीय लेखापरीक्षा एवं लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर
Regional Capacity Building and Knowledge Institute, Jaipur



No.RTI/Jpr/F.5/K-15/Depu/Core Faculty/Vol-V/2024-25 दिनांक 20-03-2025

सेवामें/ To,

समस्त विभागाध्यक्ष/ **All HoDs,**

भारतीय लेखापरीक्षा और लेखा विभाग के समस्त कार्यालय /All IA&AD's offices,

विषय :- प्रतिनियुक्ति के तहत संकाय सदस्य तथा संकाय सदस्य (वाणिज्यिक) के पद के लिए आवेदन की तारीख का विस्तार के संबंध में।

Subject :- Regarding extension of date of application for Core faculty and Core faculty (Commercial) under deputation.

महोदय/महोदया, Sir/Madam,

प्रतिनियुक्ति के आधार पर क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर में एक पद संकाय सदस्य तथा एक पद संकाय सदस्य (वाणिज्यिक) को भरने के लिए आवेदन मांगने के सम्बन्ध में इस संस्थान के परिपत्र सं No.RTI/Jpr/F.5/K-15/Depu/CoreFaculty/Vol-V/2024-25/I/887728/2025 दिनांक 25.02.2025 (सलग्र) के संदर्भ में, यह सूचित किया जाता है कि इच्छुक उम्मीदवारों द्वारा परिपत्र में निर्धारित दस्तावेजों/ सूचना के साथ आवेदन जमा करने की अंतिम तिथि **02.04.2025** तक बढ़ाई जाती है।

यह प्रधान निदेशक महोदय द्वारा अनुमोदित है।

With reference to the circular No.RTI/Jpr/F.5/K-15/Depu/Core Faculty/Vol-V/2024-25/I/887728/2025 dated 25.02.2025 of this institute (enclosed), regarding inviting of applications for filling up one post of Core faculty and one post of Core faculty (Commercial) in RCB&KI, Jaipur on deputation basis, this is to inform that the last date for submission of application along with documents/information prescribed in the circular by willing candidates has been extended up to **02.04.2025**.

This issues with the approval of the Principal Director.

भवदीय/Yours faithfully,

हस्ता/-

वरिष्ठ प्रशासनिक अधिकारी/प्रशा.

Sr. Administrative Officer (Admn)

ए. जी. कॉलोनी, बजाज नगर, जयपुर – 302015

A.G. Colony, Bajaj Nagar, Jaipur – 302015

दूरभाष / Tel.: 0141-2704709, फैक्स / Fax: 0141-2702927

ई-मेल / E-mail: rtijaipur@cag.gov.in, वेबसाइट / Website : <https://cag.gov.in/rti/jaipur/en>

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भारतीय लेखापरीक्षा एवं लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर
Regional Capacity Building and Knowledge Institute, Jaipur



No.RTI/Jpr/F.5/K-151/Depu/Core Faculty/Vol-V/2024-25/ दिनांक 25-02-2025

सेवामें/To,

समस्त विभागाध्यक्ष/ **All HoDs,**

भारतीय लेखापरीक्षा और लेखा विभाग के समस्त कार्यालय/All IA&AD's offices,

विषय :- संस्थान में संकाय सदस्यों के पदों को प्रतिनियुक्ति के आधार पर भरे जाने के संबंध में

Subject:- Regarding filling the posts of Core faculties in the institute on deputation basis

महोदय/महोदया,

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर में प्रतिनियुक्ति के आधार पर नीचे उल्लिखित पद को भरने के लिए उचित माध्यम (कैडर नियंत्रण अधिकारी की मंजूरी के साथ विधिवत अग्रेषित) से आवेदन आमंत्रित किए जाते हैं।

Applications are invited to fill up the below mentioned post in RCB&KI, Jaipur on deputation basis through proper channel (duly forwarded with approval of the cadre controlling officer).

क्र.सं/ S.No.	पद/Post	पदों की संख्या/ of Post	योग्यता/आवश्यकता Eligibility/Requirement
1.	संकाय सदस्य Core Faculty	01 (एक)	<ul style="list-style-type: none"> Holding Senior Audit Officer post on regular basis in the parent cadre. मूल कार्यालय में नियमित आधार पर वरिष्ठ लेखापरीक्षा अधिकारी के पद पर कार्यरत हो The candidate must have experience of field audit work and should have aptitude to deliver lectures. उम्मीदवार के पास फील्ड ऑडिट कार्य का अनुभव होना चाहिए और व्याख्यान देने का कौशल होना चाहिए। The candidate should be adept at working in IT Environment उम्मीदवार आईटी वातावरण में काम करने के लिए अनुकूल होना चाहिए। Applicants with 56 years of age or above should not apply for the deputation post प्रतिनियुक्ति पद के लिए आवेदकों की आयु 56 वर्ष या उससे अधिक नहीं होनी चाहिए।

2.	संकाय सदस्य (वाणिज्यिक) Core Faculty (Commercial)	01 (एक)	<ul style="list-style-type: none"> Holding Senior Audit Officer (Commercial) post on regular basis in the parent cadre. मूल कार्यालय में नियमित आधार पर वरिष्ठ लेखापरीक्षा अधिकारी(वाणिज्यिक) के पद पर कार्यरत हो। The candidate must have experience of Commercial field audit/Accounts Audit work and should have aptitude to deliver lectures. उम्मीदवार के पास कमर्शियल फील्ड ऑडिट/Accounts Audit कार्य का अनुभव होना चाहिए और व्याख्यान देने का कौशल होना चाहिए। The candidate should be adept at working in IT Environment. उम्मीदवार आईटी वातावरण में काम करने के लिए अनुकूल होना चाहिए। Applicants with 56 years of age or above should not apply for the deputation post. प्रतिनियुक्ति पद के लिए आवेदकों की आयु 56 वर्ष या उससे अधिक नहीं होनी चाहिए।
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प्रतिनियुक्ति के आधार पर पद की प्रारम्भिक अवधि 3 वर्ष की होगी जिसे आगे कर्मचारी की इच्छा और प्राधिकारी के विवेक पर आगे बढ़ाई जा सकती है। हालाँकि, अगर प्रतिनियुक्त कर्मचारी का प्रदर्शन(performance) असंतुष्ट पाया जाता है तो, RCB&KI को उसको वापिस भेजने का अधिकार होगा। कार्यग्रहण की तिथि से नियमानुसार प्रशिक्षण भत्ता देय होगा।

The tenure of one term of posting on deputation basis would be initially for a period of 3 years extendable subject to willingness of the employee and at the discretion of the competent authority. However, the RCB&KI, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory. Training allowance will be payable as per rules from the date of joining.

उपर्युक्त कार्यक्षमता अनुसार क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर में सेवा देने के इच्छुक कर्मिकों के आवेदन को निम्नलिखित दस्तावेजों के साथ कृपया दिनांक **17.03.2025** तक भेजें।

The application of officials willing to serve in RCB&KI, Jaipur in the above mentioned capacity may kindly be forwarded along with the following documents **latest by- 17 .03.2025.**

- आवेदक/बायो-डेटा (संलग्न संलग्न) के विवरण।Particulars of applicant/Bio-data (Annexure enclosed).
- सतर्कता मंजूरी प्रमाण पत्र: यह प्रमाणित किया जा सकता है कि आवेदक के खिलाफ कोई अनुशासनात्मक/न्यायालय/सतर्कता का मामला लंबित या विचाराधीन नहीं है। Vigilance clearance Certificate: It may be certified that no Disciplinary/Court/Vigilance case is pending or contemplated against the applicant.
- पिछले 5 वर्षों (2019-20,20-21,21-22,22-23 & 23-24) के लिए ACRs/APARs dossier की सत्यापित प्रतियाँ जिस अवधि की gap-sheet है तो वो भी भेजे तथा उससे पिछली अवधि की

ACRs/APARs dossier सलग्न करे।

Attested copies of ACRs/APARs dossier for the last 5 years (2019-20, 20-21, 21-22, 22-23 & 23-24). If there is gap sheet in these five years, same may also be attached and ACRs/APARs dossier of back period may be attached.

4. पिछले पांच वर्षों में उत्कृष्ट एपीएआर (ग्रेड 8 और अधिक) रखने वालों को प्राथमिकता दी जाएगी।

Preference will be given who having outstanding APAR (grade 8 and above) in last five years.

5. केवल उन्हीं अभ्यर्थियों के नाम की अनुशंसा करे जिन्हें चयन पर तुरंत कार्यमुक्त किया जा सकता है। Name of only those candidates be recommended who can be relived immediately on selection.

यह प्रधान निदेशक महोदय द्वारा अनुमोदित है।

This issues with the approval of the Principal Director.

भवदीय, Yours faithfully,

हस्ता/-

वरिष्ठ प्रशासनिक अधिकारी(प्रशा.)/

Sr. Administrative Officer (Admn)

ए. जी. कॉलोनी, बजाज नगर, जयपुर – 302015

A.G. Colony, Bajaj Nagar, Jaipur – 302015

दूरभाष / Tel.: 0141-2704709, फैक्स / Fax: 0141-2702927

ई-मेल / E-mail: rtijaipur@cag.gov.in, वेबसाइट / Website : <https://cag.gov.in/rti/jaipur/en>

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

No. 11/Trg. Div./42-A/2023
Dated 02.05.2023

**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) contribute towards capacity building and enrichment of the human capital of the offices of the Supreme Audit Institution of India. The staff working at RTIs/RTCs are appointed on deputation basis from the field offices across the country.

2. Allowing deputation of competent and capable officers/officials at the RTIs/RTCs is a primary requirement for ensuring the achievement of the mandate of RTIs/RTCs. In this regard, the Deputy Comptroller and Auditor General (HR, IR & Coord.) desired that Heads of Department address the issue of deputation of officers/officials to RTIs/RTCs in a holistic approach keeping in view the extant deputation guidelines. While reiterating the instructions of Training Division's Circular No.269 dated 18.09.2019 (Copy attached), the Heads of field offices/RTIs/RTCs are requested to ensure the following:

- (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 aspects in respective RAC meetings and find agreeable solutions.

Encl: As above

Yours faithfully,



(Rina Akoijam)
Director Director (Training)

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,

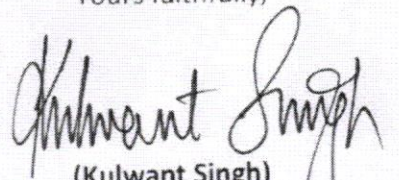
Regional Training Institutes (RTIs)/Regional Training Centres (RTCs) are the centres for capacity building of Indian Audit & Accounts Department and enrich the human capital of its user offices across India.

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

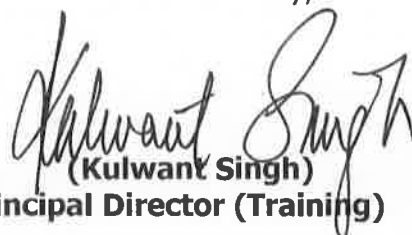
Madam/Sir,

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)