



भारतीय लेखा परीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, कोलकाता
Regional Capacity Building and Knowledge Institute, Kolkata



No. RCBKI/Kolkata/Deputation/2024-25/1048

Date: 31 .07.2024

To

All Offices as per mailing list
(CAG-IAAD@LSMGR.NIC.IN)

Sub: Deputation Assignment at Regional Capacity Building & Knowledge Institute, Kolkata for filling up of vacancy in the cadre of Assistant Audit Officer/IT.

Sir/Madam,

One post of Assistant Audit Officer in the pay level 8/9 is vacant at Regional Capacity Building and Knowledge Institute (RCBKI), Kolkata. The post would be filled up on deputation basis.

It is requested that the application of AAOs who are willing to be considered for deputation to RCBKI, Kolkata with experience/knowledge in the following fields may be forwarded: -

1. In-depth knowledge and experience of working and teaching Advanced Excel, IDEA, Database Concepts, E-office, HRMS, OIOS etc. and aptitude for taking classes on these topics.
2. In-Depth Knowledge about different Software and Hardware required to run and operate networks, switches, routers, Wi-fi instruments, desktops, laptops, smart panel, projectors, speakers etc. for office and classrooms.
3. Experience in purchase of above mentioned IT items.
4. Candidates with IT qualifications like BCA, MCA & Other certificates will be preferred.

The application may be forwarded to this office on or before **16.08.2024** along with their Bio-Data (Format enclosed), copies of **completed** APARs for the last 05 (five) years and vigilance clearance/No Penalty and/or Disciplinary proceedings pending certificate.

The term of deputation will be initially for a period of three years, extendable on yearly basis subject to his/her continued suitability and administrative convenience. While working at RCBKI, Kolkata, the selected official will draw his/her basic pay plus other allowances as admissible under extant rules.

A reference is invited to Headquarters Circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 wherein the detailed instructions to field offices on augmentation of staff in RTIs/RTCs were issued. The important instructions in the said circular are re-iterated below:

- 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;
- 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;
- 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.
- The initial deputation period to RTIs/RTCs will be for 3 years, extendable on yearly basis. The RTI/RTC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

This issues with the approval of the Director General.

Encl: As above

Yours faithfully,



Sr. Audit Officer/Administration

BIO-DATA

1	Name in full	
2	Designation	
3	Date of Birth	
4	Category	
5	Parent Office	
6	Office in which working at present	
7	Present place of posting	
8	Date of Entry into IA&AD	
9	Date of promotion on post	
10	Present Pay and Pay Level	
11	Post held at present	
12	Educational qualification	
13	Technical qualification	
14	Knowledge and experience as per requirement mentioned in the Circular	
15	Details of working experience	
16	Permanent address	
17	Present address	
18	Official email address	
19	Mobile number	
20	Any other relevant details	

Signature of the applicant

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

Signature of Head of the Office (With Stamp)