

क्षेत्रीय क्षमता निर्माण एवं ज्ञान
संस्थान, कोलकाता

तीसरी एमएसओ बिल्डिंग, सीजीओ
कॉम्प्लेक्स, 5वीं मंजिल, 'ए' विंग, डीएफ
ब्लॉक, साल्ट लेक, सेक्टर - I,
कोलकाता - 700 064



REGIONAL CAPACITY BUILDING
& KNOWLEDGE INSTITUTE,
KOLKATA

3RD MSO BUILDING, CGO COMPLEX,
5TH FLOOR, 'A' WING, DF BLOCK,
SALT LAKE, SECTOR – I, KOLKATA -
700 064

No. RCBKI/Kolkata/Deputation/2024-25/1839

Date: 21.11.2024

To

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

Sub: Deputation Assignment at Regional Capacity Building & Knowledge Institute (RCBKI), Kolkata for filling up of vacancy in the cadre of Sr. Audit Officer/Admn (01), Asst. Audit Officer/Administration (01) and Assistant Audit Officer (01) to handle the work of Central Knowledge Repository (CKR).

Sir/Madam,

One post of Sr. Audit Officer/Administration, one post of Assistant Audit Officer/Administration and one post of Assistant Audit Officer to handle the Central Knowledge Repository(CKR) related works have been created in RCBKI/Kolkata vide Headquarters Letter No. 1218/Staff(S&R)/Admn Post/RCBKI/KC/79-2424 dated 09.09.2024 with a period from the date of entertainment to 28.02.2025.

These posts will be filled up on deputation basis. Applications are invited to fill up these posts from the eligible officers from the IA&AD as per existing deputation rules.

1. Eligibility criteria for Sr. Audit Officer/Admn are as follows:

Holding similar post in any office of IA&AD with a minimum period of 03 years as a Sr. AO. The officer must have profound knowledge in administrative and Establishment matters and must have the good drafting skills. The officer has the experience in Supervising all works of Administration, experience in DDO related works. Experience in GST return, eHRMS, related works. The officer should have good working knowledge in computer along with MS Office Package, internet etc., ability to work in various online portal such as GeM portal, iBEMS, PFMS, Income Tax, e-AWAS, SAI training etc.

2. Eligibility criteria for Assistant Audit Officer/Admn are as follows:

Holding similar post in any office of IA&AD with a minimum three years service in the cadre of AAO. Experience in preparing BE/RE, preparing bills, working experience in GeM portal, iBEMS, PFMS, eHRMS, SAI Training Portal. Working experience in preparing Income Tax returns, other various administrative returns, works relating to disaster management, arranging logistics support to training programmes, good working knowledge in computer along with MS office package, Excel, internet etc. reconciliation of expenses booked

by this office with those maintained by the office of Pr. Accountant General (A & E), profound knowledge in dealing with various administrative and establishment matters.

3. Eligibility criteria for Assistant Audit Officer/Central Knowledge Repository(CKR) are as follows:

Holding similar post in any IA&AD offices with a minimum three years service in the cadre of AAO. Applicant should have possessed knowledge center related works viz. preparation of 'Case Studies', Research papers, STMs. He should have good auditing knowledge in respect of Transport Sector, Local Governance, Compliance Audit etc, knowledge in preparing training modules and coordinating capacity with all other knowledge Institutions to gather inputs on Knowledge Centre topics. Vetting and improving the knowledge materials/substances received from various offices of IA&AD on CKR topics assigned to this Institution.

Central Knowledge Repository (CKR) to establish a systematic framework for the creation, management, access, and dissemination of knowledge in the Supreme Audit Institution of India (SAI India). CKR to make immense contributions towards enhancing the efficiency and effectiveness of SAI India by facilitating better informed decision-making, structured knowledge sharing, and organizational learning. The applicant has to perform all the tasks regarding CKR as per direction of the Headquarters and the Competent Authority of this Institute.

The officer should have good working knowledge in computer along with MS Office Package, internet etc., ability to work in various online portal such as e-Office, eHRMS, SAI training etc.

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 RCBKIs/ RCBKCs 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 RCBKIs/RCBKCs 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 RCBKIs/RCBKCs at the earliest.
- The initial deputation period to RCBKIs/RCBKCs will be for one year subject to validity of the extension of the post and extendable on yearly basis thereafter. The

RCBKI/RCBKC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

There is no disciplinary, vigilance case pending or contemplated and no major/minor penalty is imposed on the Officer.

The term of deputation will be initially for a period from the date of joining to 28.02.2025 and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RCBKI, Kolkata, the selected official will draw pay and allowances as per extant rules.

Therefore, it is requested to recommend and forward the names of the willing Officers satisfying the eligibility criteria along with the Bio-Data (Annexure-I) and the abstracts of APARs/ACRs for the last 05 years (Annexure II) and attested copy of the APAR/ACRs to the undersigned on or within 16.12.2024.

This issues with the approval of the Director General.

Encl: As above

Yours faithfully,


Sr. Audit Officer/Administration

ANNEXURE-I
BIO-DATA

Post applied for the

| | | |
|----|------------------------------------|--|
| 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 | Post held at present | |
| 10 | Date of promotion as Sr.AO/AAO | |
| 11 | Present Pay and Pay Level | |
| 12 | Educational qualification | |
| 13 | Technical qualification | |
| 14 | Details of working experience | |
| 15 | Permanent address | |
| 16 | Present address | |
| 17 | Official email address | |
| 18 | Mobile number | |
| 19 | 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)

ANNEXURE II

ABSTRACT OF APARs/ACRs FOR THE LAST 05 YEARS UPTO 2023-24

(Year-wise APAR grading for the 05 years to be given in respect of each Officer)

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

Indicate numerical grading's only

It is certified that No vigilance or disciplinary case is either pending or contemplated against the above Officers.

No major/minor penalty has been imposed on the above Officers in the past.

Signature of the Competent Authority
Date with office seal