



सत्यमेव जयते

कार्यालय महानिदेशक लेखापरीक्षा (केन्द्रीय व्यय)
Office of the Director General of Audit
(Central Expenditure)
इन्द्रप्रस्थ एस्टेट, नई दिल्ली-110 002
Indraprastha Estate, New Delhi-110 002

Admn.I/4-7(9) /2024-25/3415

Dated: 24.01.2025

ADMINISTRATION-I SECTION

Regional Capacity Building & Knowledge Institute, Nagpur vide their letter no. –
क्षे.क्ष.नि.ज्ञा.सं./नागपुर/प्रतिनियुक्ति/2024-25/387 dated 20.01.2025 has invited applications for below
mentioned post on deputation basis-

| SI N. | Name of post | Eligibility Criteria/Work requirement |
|-------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Sr. Audit Officer /Admin.- (01 Post) | Officers of, holding similar post in any office. Work experience in admin section and Knowledge in using Computers with good communication skills are preferred. |
| 2. | SAO/AAO/IS Faculty (01 Post) | Holding similar post in any office, in-depth knowledge and experience in delivering lectures on computer-based training programs like Office, Oracle, CAATs-IDEA, Tableau, PL/SQL, Audit, Websites etc. |
| 3. | Private Secretary/P.A.to Director General (01 Post) | Holding similar post in any office. The official shall report to the Hon'ble Director General, RCBKI, Nagpur |
| 4. | AAO/e-HRMS (01 Post) | Knowledge in using Computers and IT enabled services with good communication skills are preferred. |
| 5. | Auditor/Accountant/Admin (01 Post) | Holding similar post in any office, with experience in admin section and Knowledge in using of Computers with good communication skills are preferred. |
| 6. | Clerk/Admin. & Trg. Related work (02 Post) | Holding similar post in any office. |
| 7. | Driver/Car driving (02 Post) | Should possess a valid Driving License for motor car, should be at least 10 th pass, should be able to repair minor defects in the vehicle, should be fully conversant with traffic rules and should have a minimum experience of three years of motor card driving. Working on similar post/grade. |

2. The initial deputation period to RCB&KI, Nagpur will be 03 years and extendable on yearly basis. However, RCB & KI reserves the right to repatriate a person on deputation at any time, if his/her performance is found unsatisfactory.
3. Officials below the age of 56 years as on the date of this notification alone are eligible to apply.
4. Willing and eligible officials may forward their applications with filled in bio-data form through their Group Officers to Admin.-I latest by **05.02.2025**.

अनिंद
२५/०१/२५

Sr. Audit Officer (Admn.)

REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE
26/1, CIVIL LINES, NAGPUR

Circular
परिपत्र - 82

संख्या: क्षे.क्ष.नि.ज्ञा.सं./नागपुर/प्रतिनियुक्ति/2024-25 | 387

दिनांक : 20-01-2025

क्षेत्रीय क्षमता निर्माण और ज्ञान संस्थान (आरसीबी और केआई), नागपुर में प्रतिनियुक्ति के मौजूदा नियमों के अनुसार आईए और एडी के क्षेत्रीय कार्यालयों से प्रतिनियुक्ति के आधार पर पात्र अधिकारियों और कर्मचारियों से वरिष्ठ लेखा परीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी (प्रशासन), वरिष्ठ लेखा परीक्षा अधिकारी/सहायक लेखा अधिकारी आईएस संकाय, सहायक लेखा अधिकारी/ सहायक लेखा परीक्षा अधिकारी (ई-एचआरएमएस), निजी सचिव, लेखाकार/लेखा परीक्षक, क्लर्क और ड्राइवर के पद को भरने के लिए आवेदन आमंत्रित किए जाते हैं।

मुख्यालय के प्रशिक्षण प्रभाग परिपत्र संख्या 269/Trg. Div./42-A/2019 दिनांक 18-9-2019 के अनुसार, प्रारंभिक प्रतिनियुक्ति अवधि 03 वर्ष होगी और वार्षिक आधार पर विस्तार योग्य होगी। परंतु, यदि किसी प्रतिनियुक्तकर्ता का प्रदर्शन असंतोषजनक पाया जाता है तो क्षेत्रीय क्षमता निर्माण और ज्ञान संस्थान उसे किसी भी समय प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है।

प्रतिनियुक्ति के आधार पर भरे जाने वाले विभिन्न पदों के लिए पात्रता मानदंड निम्नलिखित हैं: -

Applications are invited to fill up the post of Senior Audit Officer/Senior Accounts Officer (Admin), Senior Audit Officer/Assistant Accounts Officer IS Core faculty, Assistant Accounts/Audit Officer (e-HRMS), Private Secretary, Accountant/Auditor, Clerk and Driver in Regional Capacity Building And Knowledge Institute (RCB&KI), Nagpur from eligible Officers and Staff on Deputation basis from the field offices of IA&AD as per existing rules of deputation.

In terms of Training Division Circular no. 269/Trg. Div./42-A/2019 dated 18-9-2019, the initial deputation period will be 3 years and extendable on yearly basis. However, Regional Capacity Building and Knowledge Institute reserves the right to repatriate a person on deputation at any time, if his/her performance is found unsatisfactory.

The eligibility criteria for the different posts to be filled in on deputation basis are following:-

| Designation | No. of Posts | Work | Work Experience |
|-------------|--------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sr. AO | 01 | Admin | Holding similar post in any office. Work experience in admin section and Knowledge in using of Computers with good communication skills are preferred |
| Sr. AO/AAO | 01 | IS Faculty | Holding similar post in any office. In-depth knowledge and experience in delivering lectures on computer-based training programs like MS Office, Oracle, CAATs- IDEA, Tableau, PL/SQL, IT Audit, Website applications etc. Position will also require developing training materials for IS Courses. |

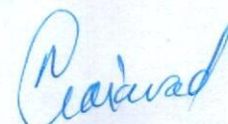
| | | | |
|---------------------------------------------------|----|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Private Secretary/P.A. to Director General | 01 | All Secretarial Work | Holding similar post in any office. The official shall report to the Hon'ble Director General, RCBKI, Nagpur. |
| AAO | 01 | (e-HRMS) | Knowledge in using of Computers and IT enabled services with good communication skills are preferred |
| Auditor/Accountant | 01 | Admin | Holding similar post in any office. Work experience in admin section and Knowledge in using of Computers with good communication skills are preferred |
| Clerk | 02 | Administration and training related work | Holding similar post in any office. |
| Driver | 02 | Car driving | Should possess a valid Driving license for motor car, should be at least 10th pass, should be able to repair minor defects in the vehicle, should be fully conversant with traffic rules and should have an minimum experience of three years of motor car driving. Working on similar post/grade. |

The requirement may kindly be circulated and names of interested officers and staff may be forwarded along with following documents latest by 15th February 2025.

आवश्यकता को परिचालित कर के इच्छुक अधिकारियों और कर्मचारियों के नाम अधिकतम 15/02/2025 तक निम्नलिखित दस्तावेजों के साथ भेजे जा सकते हैं।

1. आवेदकों का विवरण (बायो-डेटा)।
2. सतर्कता मंजूरी प्रमाणपत्र: यह प्रमाणित किया जाए कि आवेदक के खिलाफ कोई अनुशासनात्मक / न्यायालयीन / सतर्कता का मामला न तो लंबित है न उस पर कोई विचार किया गया है।
3. पिछले 05 वर्षों के लिए एसीआर / एपीएआर डोजियर की प्रमाणित प्रतियां।
4. इस अधिसूचना की तिथि तक 56 वर्ष से कम आयु के अधिकारी/कर्मचारी ही आवेदन करने के पात्र होंगे।
 1. Particulars of the applicants (Biodata).
 2. Vigilance clearance certificate: It may be got certified that no disciplinary/ court/vigilance case is either pending or contemplated against applicant.
 3. Certified copies of ACRs/APARs dossiers for the last 05 years.
 4. Officials below the age of 56 as on the date of this Notification alone are eligible to apply.

(Authority: Hon'ble Director General's order dated:- 16.01.2025)



Sr. Audit Officer/Admn&CF