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| क्षेत्रीय क्षमता निर्माण एवं<br>ज्ञान संस्थान<br>शक्ति नगर, जम्मू एवं<br>कश्मीर<br>जम्मू - 180001 |  | Regional Capacity Building and<br>Knowledge Institute<br>Shakti Nagar, Jammu & Kashmir<br>Jammu - 180001 |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|

No: RCB & KI/J/A/Dep/2025-26/409

Dated: 12.11.2025

सेवा में / To

आईए एवं एडी के सभी विभागाध्यक्ष (मेलिंग सूची के अनुसार)।

All Heads of Departments of IA&AD (as per mailing list).

**विषय:** आरसीबी और केआई, जम्मू में प्रतिनियुक्ति के आधार पर रिक्त पदों को भरने के लिए आवेदन प्राप्त करने की अंतिम तिथि बढ़ाने के संबंध में।

**Subject:** Regarding extension of last date for receiving applications for filling up vacant posts on deputation basis in RCB&KI, Jammu.

In continuation to Regional Capacity Building & Knowledge Institute, Jammu's notification No. RCB&KI/J/A/Dep/2025-26/376, Dated:23.10.2025 the last date of receiving applications from eligible candidates for filling up the posts mentioned below on deputation basis in RCB&KI, Jammu is extended up to 28.11.2025.

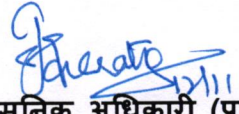
| S. No. | Name of the post   | Sr. Administrative Officer (Core Faculty - IT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I      | i. Number of Posts | 01 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|        | ii. Purpose        | To handle work related to Core Faculty - IT and any other work assigned by DG, RCB&KI, Jammu.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|        | iii. Requirements  | a) Holding analogous posts on regular basis in the parent cadre.<br>b) Possessing in-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, Microsoft Office, Website applications etc.) and the aptitude to deliver lectures.<br>c) Experience in IT Audit and knowledge in working with Data Analytics software such as Tableau, Knime, Qlik view is desirable.<br>d) Possessing ability in the maintenance of IT Systems, Website and familiarity with e-office.<br>e) Possessing ability in the preparation of course materials, |

|           |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                           | Structured Training Modules (STMs) and case studies for IT courses.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>II</b> | <b>Name of the post</b>   | <b>Sr. Administrative Officer (Core Faculty and Administration)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|           | <b>i. Number of Posts</b> | <b>01 (One)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|           | <b>ii. Purpose</b>        | <b>To handle work related to Core Faculty and Administration and any other work assigned by DG, RCB&amp;KI, Jammu.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           | <b>iii. Requirements</b>  | <p>a) Holding analogous posts on regular basis in the parent cadre.</p> <p>b) Possessing knowledge of:</p> <ul style="list-style-type: none"> <li>i. Preparation of course, schedule, coordinating &amp; conducting courses, preparation of course material, handouts, audio-visual aids.</li> <li>ii. Preparation of Structured Training Modules (STMs) and Case Studies on allotted subjects/courses.</li> <li>iii. Correspondence/consolidation work relating to submission of Performance Monitoring Framework (PMF) on RCB&amp;KI, Jammu to CAG's office.</li> <li>iv. Handling sessions in General Courses as per approved course schedules.</li> </ul> <p>c) Besides having working knowledge of MS Office (Word, Excel, PowerPoint), e-office must have knowledge of:</p> <ul style="list-style-type: none"> <li>i. BEMS (Integrated Budget &amp; Expenditure Monitoring System).</li> <li>ii. PFMS (Public Financial Management System).</li> <li>iii. TA/DA and bill processing.</li> <li>iv. Tendering and Procurement Rules (GFR 2017).</li> <li>v. Hospitality and other Establishment matters.</li> </ul> <p>d) Good interpersonal and communication skills for administrative correspondence.</p> |

All other terms and conditions mentioned in the original notification shall remain unchanged.

**This issues with the approval of Principal Director, RCB&KI, Jammu.**

**Yours Sincerely,**

  
**वरिष्ठ प्रशासनिक अधिकारी (प्रशासन)**  
**Senior Administrative Officer (Admn.)**