Filling up of vacancies in on deputation basis.

Applications invited from:

All interested and eligible officers/officials only.

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section:

1. RCB&KC, New Delhi – 12.12.2025
2. RCB&KI, Mumbai – 12.12.2025
3. O/o PAG (A&E), AP, Vijaywada – 20.01.2026
4. RCB&KI, Jammu – 10.12.2025

भारतीय लेखापरीक्षा तथा लेखा विभाग
Indian Audit & Accounts Department
क्षेत्रीय क्षमता निर्माण एवं ज्ञान केन्द्र, नई दिल्ली
Regional Capacity Building and Knowledge Centre, New Delhi
'A' Wing, 5th floor, Audit Bhawan, Indraprastha Estate, New Delhi – 110002.
☎011-23454328 Email:- rtinewdelhi@cag.gov.in, website:- https://cag.gov.in/rti/delhi/en

No. RCB&KC/e-HRMS Faculty Deputation/Vol-XI/28/2025-26/292 Date:20/11/2025

सेवा में,

भारतीय लेखा एवं लेखापरीक्षा के सभी कार्यालय,
(As per mailing list)

Subject: - Filling up of vacant RT post of AAO (e-HRMS) in RCB&KC, New Delhi on deputation basis.

Madam/Sir,

Regional Capacity Building and Knowledge Centre, New Delhi requires services of eligible candidates for filling up the following post on deputation basis as per Headquarters instructions: -

Post	No. of Vacancies
AAO (e-HRMS) - RT	01

1. Eligibility conditions and job requirements for the post are given in Annexure-I.

2. The deputation will initially be for a period of One (1) year and may be extended by the Competent Authority, subject to the continued suitability of the officer, administrative convenience and continuance of the RT post. The RCB&KC however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

3. Training allowance @24% would be admissible, in accordance with instructions issued by the Government of India and HQ Office from time to time.

4. Selection of a suitable officer will be made by adopting the appropriate selection procedure based on the requirement of knowledge and skills involved in the job.

5. Applications of all willing and eligible officers may please be forwarded along with the following documents, at the latest by **19th December 2025,** to the Director General, Regional Capacity Building and Knowledge Centre, New Delhi.

   - Bio-data of applicant in prescribed format (Annexure-II)
   - Vigilance clearance certificate
   - Attested copies of APARs dossier for the last five years

6. 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 position in RCB&KIs/RCB&KCs were issued for strict compliance. The important issues addressed by Headquarters office in the said circular are as below: -

- Field offices shall display the deputation notifications issued by RCB&KIs/RCB&KCs on the noticeboards 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 RCB&KIs/RCB&KCs without withholding any application.
- On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignment at RCB&KIs/RCB&KCs at the earliest.

The Headquarter office has again issued a circular letter vide No:**11/Trg. Div./42-A/2023 dated: 02/05/2023** to heads of Department of IA&AD offices requesting therein that:

- Heads of field offices may assess the human resource requirements of respective offices and spare the services of SAOs/AAOs to RCB&KIs/RCB&KCs by permitting them to apply against the vacancies notified by RCB&KIs/RCB&KCs.
- Encourage SAOs/AAOs with domain knowledge for applying for the positions of Core-Faculty notified by the RCB&KIs/RCB&KCs providing them an opportunity to contribute to the capacity development activities of SAI India.
- Heads of field offices may extend faculty support by deputing officers with domain expertise to facilitate training sessions at RCB&KIs/RCB&KCs whenever such requests are received from RCB&KIs/RCB&KCs.
- Heads of field offices/RCB&KIs/RCB&KCs may actively discuss the above.

Additionally, the latest HQrs deputation guidelines vide Circular No. 60-staff(App)-I/14-2023 dt. 27.01.2025 may kindly be referred for compliance.

7. This issues with the approval of Competent Authority.

Yours faithfully,

20/11/25

Sr. Audit Officer (RCB&KC)

Annexure-I

Eligibility conditions and job requirements

1. Holding analogous post of AAO on regular basis.
2. Sr. AO with appropriate skill may also apply, as the post is interchangeable.
3. Officers below 56 years of age as on 01/01/2026 would be considered.
4. The officer would be required to support the capacity building and handholding for implementation of e-HRMS and related activities and to act as a Functional help desk for e-HRMS and related activities.
5. Officers with the below desired experience/skills will be preferred:
    a. Prior exposure to the e-HRMS system/workflows
    b. Awareness of Service / Bills related rules
    c. Understanding of IT systems
    d. Good communication skills

Annexure-II

Bio data of applicant

1.	Name in 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 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 AAO and/or SAO	
13.	Details of other exams passed (RAE/CPD-I,CPD-II/Others)	
14.	Proficiency in administrative matters and computers, Details may be given	
15.	Present Pay Level and Pay	
16.	Mobile Number and officials email ID	
17.	Any other relevant details	

Date: (Signature of Applicant)

Place:

It is certified that the above particulars furnished are correct as per our office records and no disciplinary/vigilance action is pending against him/her.

Signature of the Head of the Department (With Stamp)

सत्यमेव जयते

भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, मुंबई
सी-2, जी एन ब्लॉक, एशियन हार्ट इंस्टीट्यूट के आगे,
बांद्रा – कुर्ला कॉम्प्लेक्स, मुंबई - 400051
टेलि॰ नं: 26521902/3251 फैक्स नं- 26522627
ईमेल- rtimumbai@cag.gov.in

सं:- RTIMUM/44/2023-ADMIN/708

दिनांक: 20.11.2025

परिपत्र- 4 /Circular-4

सेवा में
मेलिंग सूची के अनुसार IA & AD के सभी कार्यालय

CAG-ALL-OFFICES@lsmgr.nic.in

विषय : क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, मुंबई मे प्रतिनियुक्ति।
Sub: Deputation at Regional Capacity Building and Knowledge Institute (RCB&KI), Mumbai

महोदय/महोदया,
Sir/Madam,

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, मुंबई में नीचे विस्तृत भविष्य में रिक्त होनेवाले पदों को प्रतिनियुक्ति के आधार पर भरने का प्रस्ताव है।

क्रम सं	पदनाम और वेतन स्तर	संख्या व स्थिति	पात्रता	काम की आवश्यकता
1	सहायक पर्यवेक्षक/ वरिष्ठ लेखा परीक्षक/ वरिष्ठ लेखाकार, लेखापरीक्षक/लेखाकार (प्रशासन) (स्तर 5/6/7)	01	सहायक पर्यवेक्षक/ वरिष्ठ लेखा परीक्षक / वरिष्ठ लेखाकार, लेखा परीक्षक / लेखाकार का पद धारण करने वाले व्यक्ति पात्र हैं प्राधिकार : मुख्यालय परिपत्र संख्या 1-SSR/2021दिनांक 04.03.2021	निम्नलिखित प्रशासनिक कार्यों में SAO /AAO (Admn) की सहायता करना: 1. स्थापना से संबन्धित काम जिनमें पीएफएमएस और आईईबीएमएस, कैश मैनेजमेंट इत्यादि शामिल हैं। 2. प्रशासन से संबन्धित काम जैसे टिप्पण और मसौदा लेखन, फ़ाइल रखरखाव, मुख्यालय तथा अन्य कार्यालयों से पत्राचार इत्यादि शामिल हैं। 3. GeM/ GISO के माध्यम से तय प्रक्रिया के अनुसार समय पर टेंडरिंग, कॉन्ट्रैक्ट और स्टोर्स मैनेजमेंट सोर्सिंग में सहायता करना। 4. भवन और छात्रावास का रख रखाव एवं निगरानी रखना और रिपोर्ट करना।

2. उक्त पदों के लिए क्षेक्षनिज्ञासं, मुंबई में प्रतिनियुक्ति के लिए इच्छुक अभ्यर्थी के आवेदन उनके बायोडाटा (संलग्न प्रारूप में) प्रत्येक पृष्ठ पर विधिवत सत्यापन किया गई एपीएआर की प्रमाणित प्रतियां और सतर्कता मंजूरी प्रमाण पत्र के साथ **19.12.2025** या उससे पहले इस कार्यालय को भेजे जा सकते हैं। यह प्रमाणित किया जाना चाहिए कि आवेदकों के खिलाफ कोई भी अनुशासनात्मक/ न्यायालय/ सतर्कता मामला लंबित अथवा अपेक्षित नहीं है। डाक देरी से बचने के लिए योग्य उम्मीदवारों के आवश्यक दस्तावेजों को स्कैन कर संबंधित मूल कार्यालयों द्वारा ईमेल द्वारा भेजा जा सकता है।

3. प्रतिनियुक्ति की अवधि प्रारंभ में तीन वर्षों के लिए होगी। उसके बाद, उनकी उपयुक्तता और प्रशासनिक सुविधा के अधीन उसे बढ़ाया जा सकता है। क्षेक्षनिज्ञासं, मुंबई में काम करते समय, चयनित कार्मिक अपने मूल वेतन और मौजूदा नियमों के तहत **10%/5% प्रतिनियुक्ति भत्ता (जो भी लागू हो)** के भुगतान के हकदार होंगे।

4 कार्यालय में प्रतिनियुक्ति के आधार पर सामान्य नियमों और शर्तों पर कार्यरत अधिकारियों/ कर्मचारियों के आवेदन उनके संबंधित मूल कार्यालय (कार्यालयों) के माध्यम से अग्रेषित किए जाएंगे। प्रतिनियुक्ति पर कार्यरत पदाधिकारियों को संस्था में किसी भी पद पर आमेलन का अधिकार नहीं होगा।

5 क्षेत्रीय कार्यालयों को क्षेक्षनिज्ञासं में कर्मचारियो (प्रशासन और संकाय) के संवर्धन के लिए विस्तृत निर्देश का सख्त अनुपालन हेतु जारी किए गए मुख्यालय के परिपत्र संख्या 269/Trg.Div/42-A/2019 दिनांक 18.09.2019 का संदर्भ लिया जा सकता है । उक्त परिपत्र में दिए गए निर्देश नीचे पुन: अंकित किए गए हैं:

(क) क्षेत्र कार्यालय सूचना पट्टों पर क्षेक्षनिज्ञासं द्वारा जारी प्रतिनियुक्ति अधिसूचनाओं को प्रदर्शित करेंगे और अधिसूचना का जवाब देने के लिए उचित समय देते हुए वो कर्मचारियों के बीच प्रसारित करेंगे।

(ख) क्षेत्र कार्यालय किसी भी आवेदन को रोके बिना क्षेक्षनिज्ञासं/आरटीसी द्वारा विज्ञापित पद के लिए अपने अधिकारियों/ कर्मचारियों से प्राप्त सभी आवेदनों को संबन्धित संस्थान/केंद्र को अग्रेषित करेंगे ।

(ग) चयन प्रक्रिया के पूरा होने पर, क्षेत्र कार्यालय क्षेक्षनिज्ञासं/आरटीसी मे शिक्षण/प्रशासनिक कार्यों के लिए चयनित अधिकारियों/कर्मचारियों को जल्द से जल्द कार्यमुक्त करेंगे।

(घ) क्षेक्षनिज्ञासं / आरटीसी के लिए प्रारम्भिक प्रतिनियुक्ति अवधि 3 वर्ष के लिए होगी और उसके बाद वार्षिक आधार पर बढ़ाई जाएगी। क्षेक्षनिज्ञासं/आरटीसी किसी भी समय पर एक प्रतिनियुक्त अधिकारी/कर्मचारी को कार्य प्रदर्शन असंतोषजनक पाये जाने पर प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है।

6. मुख्यालय के परिपत्र संख्या 60-Staff (App)-I/14-2023 दिनांक 27.01.2025 के अनुसार, क्षेत्र कार्यालय द्वारा क्षेक्षनिज्ञासं/आरटीसी के विज्ञापित पदों के लिए अपने अधिकारियों/ कर्मचारियों से प्राप्त किसी भी आवेदन को वापस नहीं लेने के विषय मे बिन्दु नं. 5(ख), उन आवेदकों के मामले मे लागू नहीं होगा, जिन्हे 3 वर्ष के अंदर क्षेक्षनिज्ञासं / आरटीसी द्वारा प्रत्यावर्तित किया गया है। आवेदनों को अग्रेषित करने से पहले इस पर ध्यान दिया जा सकता है।

7. भावी उम्मीदवार आवेदन करने से पहले सेवा शर्तों और कार्य आवश्यकताओं को ध्यान से देख सकते हैं। यह ध्यान दिया जा सकता है कि एक बार क्षे प्र सं, मुंबई में आवेदन भेजे जाने के बाद, इसे वापस नहीं लिया जा सकता है।

The following positions likely to be vacant in the near future at Regional Capacity Building & Knowledge Institute (RCB&KI), Mumbai are proposed to be filled up on deputation basis.

Sr No.	Designation and Pay Level	No. of Posts	Eligibility	Work requirement
1	Asstt. Supervisor/ Sr Auditor/ Sr Accountant, Auditor/ Accountant	01	Persons holding the post of Asstt. Supervisor, Sr Auditor/ Sr Accountant, Auditor/ Accountant are eligible Auth: Hqs Circular No. 1-SS&R/2021 Dated 04.03.2021	To assist SAO/AAO (Admn) in the following administrative functions. Administration and Establishment in RTI, Mumbai, including: 1. Establishment functions, including operating PFMS and iBEMS, Cash Management etc. 2. Administration functions, including Noting-drafting, communication with Hqs and other offices etc. 3. Assisting in tendering as per due procedure, sourcing through GeM/ GISO, contract and stores management 4. Taking account of assets and building (including hostel) and reporting regarding the same

2. Applications of candidates who are willing to be considered for deputation to RCB&KI, Mumbai for the above posts may be forwarded to this office on or before **19.12.2025** along with their Bio-Data (Annexure enclosed), certified copies of APAR for the last 5 years duly attested on each page and vigilance clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicants. The required documents of the eligible candidates may be scanned and sent by email by the respective Parent offices to avoid postal delay.

3. The term of deputation will be for three years initially and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RCB&KI, Mumbai, the selected official will draw his/her basic pay plus **10%/5% Deputation Allowance, as applicable** on his/her basic pay and as admissible under extant rules.

4. The applications of the Officers/Officials working in the office on deputation basis on normal terms and conditions shall be forwarded through their respective parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the institution.

5. A reference is invited to Headquarters Circular No 269/Trg.Div/42-A/2019 dated 18.9.2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RCB&KIs/KCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

a. Field offices shall display the deputation notifications issued by RCB&KIs/KCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification.

b. Field offices shall forward all applications received from their officers/staff against the position advertised by RCB&KIs/KCs to the Institute/Centre concerned without withholding any application.

c. On completion of selection process, the field offices shall relieve the selected officers(s) for teaching/administrative assignments at the RCB&KIs/KCs at the earliest.

d. The initial deputation period to RCB&KIs/KCs will be for 3 years and extendable on yearly basis thereafter. The RCB&KIs/KCs however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

6. However, clause at Sl No.5(b) regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/KCs will not apply in case of applicants who have been reverted/repatriated in the last 3 years from RTIs/RTCs to their parent offices as per Headquarters Circular No 60-Staff (App)-I/14-2023 dated 27.01.2025. This may please be noted before forwarding the applications.

7. Prospective candidates may please go through the service conditions and work requirements carefully before they apply. It may please be noted that once an application is sent to RCB&KI, Mumbai, it may not be withdrawn.

This issues with the approval of the Principal Director, RCBKI, Mumbai.

संलग्न: बायोडाटा फॉर्म

भवदीय

व. लेखापरीक्षा अधिकारी/प्रशासन

BIO DATA (ANNEXURE)

1	Name in full (S/Shri/Ms)	
2	Present Post Held	
3	Permanent Address	
4	Present Address	
5	Date of Birth	
6	Qualification (i) Educational (ii) Professional	
7	Office to which the applicant belongs (i) Parent office (ii) Present Office	
8	Whether belongs to SC/ST/Neither	
9	Date of entry into Government service	
10	Date of entry in IA&AD	
11	Date and year of passing SAS examination (Please mention Civil Accounts/Civil Audit/Commercial/P&T etc)	
12	Date of promotion as AAO/SAO	
13	Details of other exams passed (RAE/CPD – I, CPD – II/others)	
14	Proficiency in Computers, full details may be given	
15	Present pay and Pay level	
16	Contact Number and official email id	
17	Any other information	

Date:

Place: Signature of the applicant

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

Signature of HOD (with Stamp)

प्रधान महालेखाकार (लेखा एवं हक.) आंध्र प्रदेश का कार्यालय
27-37-158, 6 व 7 वां तल, स्टालिन सेंट्रल मॉल परिसर,
गवर्नरपेट, विजयवाड़ा - 520002

SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (A&E)
ANDHRA PRADESH
27-37-158, 6 & 7th FLOORS, STALIN CENTRAL MALL,
GOVERNORPET, VIJAYAWADA-520 002

Lr.No.PAG(A&E)/AP/Admn-I/U-III/Deptnfromotheroffices/I/1207483/2025

दिनांक:21-11-2025

अधिसूचना /NOTIFICATION No: 3

To,
All the Heads of Department of IA&AD &
Heads of Central Government Departments.

Sub: Deputation Notification for Filling Vacant Posts in the Office of the Principal Accountant General (A&E), Andhra Pradesh, Vijayawada – Reg.

*****

The Office of the Principal Accountant General (A&E), Andhra Pradesh, Vijayawada, invites applications from eligible officials working in Central Government Departments to fill the following vacant posts on a deputation basis:

S. No.	Name of the Post	Pay Level (as per 7th CPC)
1.	Assistant Accounts Officer	Level 8
2.	Assistant Supervisor	Level 7
3.	Private Secretary	Level 7
4.	Stenographer Grade-I	Level 6
5.	Senior Accountant	Level 6
6.	Accountant	Level 5
7.	Stenographer Grade-II	Level 4
8.	Clerk	Level 2

Terms & Conditions:

1. **Place of Posting:** Vijayawada, Andhra Pradesh.
2. **Eligibility Criteria:** Detailed eligibility conditions for each post are provided in **Annexure-I** (enclosed).
3. **Tenure of Deputation:**
   - The initial deputation period for all posts, except **Assistant Accounts Officer,** is **three years**.
   - For the post of Assistant Accounts Officer, the initial deputation period is **one year**.
4. The deputation tenure is subject to performance evaluation. Officials may be

repatriated before completion of tenure if their performance or conduct is found unsatisfactory by the borrowing authority, or for administrative reasons.

5. **Deputation (Duty) Allowance:** Selected officials will be entitled to Deputation (Duty) Allowance as per existing rules.

6. **Age Limit:** The maximum age for appointment on deputation shall **not exceed 56 years** as of the closing date of application.

7. **Preference Criteria:**

   - Physically handicapped candidates and spouse-based applicants will be given preference among the among the applicants.
   - However, as per HQ letter No. 1009-Staff (App I)/08-2016 dated 06.08.2021, spouse-based applications will not be considered as in public interest and they are not eligible for deputation allowance, composite transfer grant and travel allowance.

8. **Application Submission:**

   - Applications of interested and eligible officials must be forwarded in the prescribed proforma (enclosed) along with recommendations from the respective department.
   - The following documents should be enclosed:
   - i. Biodata & Vigilance Clearance / Cadre Clearance / Integrity Certificate (in the prescribed format).
   - ii. APARs for the last five years (attested on the last page of each year by an officer not below the rank of Sr. Accounts/Audit Officer).
   - The last date for submission of applications is **31.01.2026**.

This notification is issued with the approval of the Principal Accountant General (A&E), Andhra Pradesh.

Digitally signed by
V Lalith Kumar
Date: 21-11-2025
12:12:57

उप महालेखाकार (प्रशासन)
Deputy Accountant General (Admn)

Phone No: 0866-2999406 Fax No : 0866-2999407 E-mail : agaeandhrapradesh@cag.gov.in
Website: https://cag.gov.in/ae/andhra-pradesh/en

प्रधान महालेखाकार (लेखा एवं हक.) आंध्र प्रदेश का कार्यालय
27-37-158, 6 व 7 वां तल, स्टालिन सेंट्रल मॉल परिसर,
गवनेरपेट, विजयवाड़ा - 520002

SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (A&E)
ANDHRA PRADESH
27-37-158, 6 & 7th FLOORS, STALIN CENTRAL MALL,
GOVERNORPET, VIJAYAWADA-520 002

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) ANDHRA PRADESH, VIJAYAWADA

ANNEXURE-I

Sl.No	Name of the Post & Eligibility Conditions
1.	**Asst. Accounts Officer (Level 8):** Officers working in the Central Government Departments: (i) Holding analogous posts of Assistant Accounts Officer or Assistant Audit Officer in Level-8 in pay matrix (Rs 47600-151100); **or** (ii) Who, has passed the subordinate Accounts Service or Subordinate Audit Service Examination under other Cadre Controlling Authority in the Indian Audit and Accounts Department or an equivalent examination in any Organized Accounts Cadre under the Government of India.
2.	**Asst. Supervisor (Level 7):** Officers working in the Central Government Departments: (a) (i) holding analogous post on a regular basis in the parent cadre or department, **or** (ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in level 6 (35400-112400) of the pay matrix or equivalent; **and** (b) possessing the following educational qualification and experience: (i) bachelor's degree from a recognized University or Institute. (ii) two years' experience in Accounts or Audit in a govt organization.
3.	**Private Secretary (Level 7):** Officers working in the Central Government Departments: (i) holding analogous post on a regular basis in the parent cadre or department; **or** (ii) with five years regular service in the Stenographer Grade-I in Level 6 (35400-112400) of Pay Matrix or equivalent in the parent cadre or department.
4.	**Stenographer Grade-I (Level 6):** Officers holding the Stenographers' posts under theCentral Government Departments: (i) holding analogous post on a regular basis in the parent cadre or department; **or** (ii) with ten years regular service rendered after appointment thereto on a regular basis in Level 4 (25500-81100) of Pay Matrix or equivalent in the parent cadre or department.
5.	**Sr. Accountant (Level 6):** Officers working in the Central Government Departments: (a)(i) holding analogous post on a regular basis in the parent cadre or department, **or**

	(ii) with six years' service rendered in the grade after appointment thereto on regular basis in posts in level 5 (29200-92300) of the pay matrix or equivalent in the parent cadre or department; and (b) possessing two years' experience in the field of Accounting or Auditing in a Government Organisation.
6.	**Accountant (Level 5):** Officers working in the Central Government Departments: (i) holding analogous post on a regular basis in the parent cadre or department, **or** (ii) Clerks with five years regular service or clerks who had passed the Departmental Examination for Accountants or Auditors from other offices in the department; or (iii) Offices holding analogous posts in other Accounting Organizations of the Central Government.
7.	**Stenographer Grade-II (Level 4):** Officers working in the Central Government Departments: (a)(i) holding analogous posts on regular basis in the parent cadre or department; and (b)(i)12th class pass or equivalent from a recognized Board or University.
8.	**Clerk (Level 2):** Officers working in the Indian Audit & Accounts Department: (i) holding analogous post on a regular basis in the parent cadre or department.

Applicants to all the above said posts should have sufficient exposure to basic working knowledge on computers in all the modules of MS Office including the knowledge of internet to send/receive e-mails.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: The period of deputation including the period of deputation in another *ex-cadre* post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note 3: Officials who were granted MACP/NFU in their current designation are also eligible to apply for Deputation.

Digitally signed by
L R SATHYA
Date: 21-11-2025
11:50:54

Sr. Accounts Officer (Admn)

Phone No: 0866-2999406 Fax No : 0866-2999407 E-mail : agaeandhrapradesh@cag.gov.in
Website: https://cag.gov.in/ae/andhra-pradesh/en

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	

Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	**Qualifications/ experience possessed by the officer**
Essential	**Essential**
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	**Desirable**
A) Qualification	A) Qualification
B) Experience	B) Experience

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs **by the Administrative Ministry/Department/Office** at the time of issue of Circular and issue of Advertisement in the Employment News.

5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated **by the candidate**.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

6.1 **Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.**

7. Details of Employment, in chronological order**. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important**: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8.Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9.In case the present employment is held on deputation/contract basis, please state			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. **9.2 Note**: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11.Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	

14.Total emoluments per month now drawn

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

16. A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy	

Circular/Advertisement) (**Note: Enclose a separate sheet, if the space is insufficient)**	
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) Any other information. **(Note: Enclose a separate sheet if the space is insufficient)**	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'ISTC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement, and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address_____

_____

Date_____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i)There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt._____

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **or** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

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

No: RCB & KI/J/A/Dep/2025-26- **425**
Dated: 26.11.2025

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: आर.सी.बी एवं के.आई, जम्मू में प्रतिनियुक्ति के आधार पर रिक्त पदों को भरना।
Subject: Filling up vacant posts on deputation basis in RCB&KI, Jammu.

Sir/Madam,

The Regional Capacity Building & Knowledge Institute, Jammu invites applications from eligible candidates for the posts mentioned in **Annexure – I** on deputation basis.

1. **Submission of Applications:**

Applications should be forwarded to this Institute on or before **15.12.2025** along with:

a) Biodata **(Annexure – II).**
b) Certified copies of APARs for the last five years, duly attested on each page **(Annexure – III)**.
c) Vigilance clearance Certificate, certifying that no disciplinary/court/vigilance case is either pending or contemplated against the applicant.

The required documents of the eligible candidates may be scanned and sent through email (rtijammu@cag.gov.in) by the respective parent offices to avoid postal delay.

2. **Term & Remuneration:**

a) The deputation term shall be initially for a period of three years and further extension on yearly basis subject to sanction of continuity of above stated posts by Headquarters Office.
b) The selection of suitable officers/officials shall be made through the appropriate selection procedure for knowledge and skill-based jobs, and the selection of the applicants shall be notified.
c) RCB&KIs reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

3. **Eligibility and age limit**

a) The maximum age limit for deputation should not exceed **56 years** as on the closing date of application.
b) The officers / officials working on deputation shall not have the right for absorption in any post in RCB&KI, Jammu.
c) The applications of the officers / officials working in the office on deputation

basis on normal terms and conditions shall be forwarded through their respective Parent Office(s).

4. Compliance with Headquarters Circular

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

a) Field offices shall display the deputation notifications issued by RCB&KIs/RCB&KCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification.
b) Field offices shall forward all applications received from their officers/staff against the positions advertised by RCB&KIs/RCB&KCs to the concerned Institute/Centre concerned, without withholding any application.
c) On completion of the selection process, the field offices shall obligatorily relieve the selected officer(s) for administrative assignments at RCB&KIs/RCB&KCs at the earliest.

5. Restriction on Repatriations

Clause 5 (b) regarding instructions to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/RCB&KCs will not apply in case of applicants who have been reverted / repatriated in the last six (06) months from RCB&KIs/RCB&KCs to their parent offices as per Headquarters circular No.398/Trg.Div/42A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.

Encl: As stated above.

Yours faithfully,

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

ANNEXURE – I

S. No.	Name of the post	Sr. Auditor / Sr. Accountant / Auditor / Accountant
	i. Number of Posts	**03 (Three)**
	ii. Purpose	**To support the administrative operations of the Institute**
	iii. Requirements	a) Holding analogous posts on regular basis in the parent cadre. b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. c) Knowledge of: iBEMS (Integrated Budget & Expenditure Monitoring System), PFMS (Public Financial Management System) & TA/DA and bills processing. d) Tendering and Procurement Rules (GFR 2017). e) Hospitality and other Establishment matters. f) Proficiency in using SAI Training Portal g) Good interpersonal and communication skills for administrative correspondence.
II	**i. Name of the post**	**Sr. Administrative Officer (Administration)**
	ii. Number of Posts	**01 (One)**
	iii. Purpose	**To handle work related to Administration and any other work assigned by PD/DG, RCB&KI, Jammu.**
	iv. Requirements	a) Holding analogous posts on regular basis in the parent cadre. b) Possessing knowledge of: i. iBEMS (Integrated Budget & Expenditure Monitoring System). ii. PFMS (Public Financial Management System). iii. TA/DA and bill processing. ii. Tendering and Procurement Rules (GFR 2017). iii. Hospitality and other Establishment matters. c) Good interpersonal and communication skills for administrative correspondence.

वरिष्ठ प्रशासनिक अधिकारी
Senior Administrative Officer

ANNEXURE - II

Application for the post of Sr. Auditor / Sr. Accountant / Auditor / Accountant.

1.	Name in full (Sh./Smt./Ms./Kum.)	
2.	Present Post held	
3.	Date of entry into Government Service	
4.	Date of entry into IA&AD	
5.	Office to which the applicant belongs: i. Parent Office ii. Present Office	
6.	Date of Birth	
7.	Qualifications: i. Educational ii. Professional	
8.	Present Address	
9.	Permanent Address	
10.	Date of Joining/ Promotion to the current cadre	
11.	Present Pay and Pay Level	
12.	Whether belonging to SC/ST	
13.	Experience Profile*	
14.	Proficiency in computers, details may be given*	
15.	Mobile Number & official email ID	
16.	Any other relevant details	

तारीख/Date: _____
स्थान/Place: _____

(आवेदक के हस्ताक्षर/Signature of Applicant)

यह प्रमाणित किया जाता है कि उपरोक्त दिए गए विवरण कार्यालय रिकॉर्ड के अनुसार सही हैं।
It is certified that the above particulars furnished are correct as per office records.

विभागाध्यक्ष के हस्ताक्षर (मोहर के साथ)
Signature of the Head of the Department (with stamp)

ANNEXURE III

ABSTRACTS OF APARs/ACRs FOR THE LAST FIVE YEARS

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

S. No.	Name & Designation	2024-25[1]	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 it 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.

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

O/o----------

Place: _____

Date: _____

[1] ***If APAR for 2024-25 is available, the same may be provided and 2019-20 may be ignored.***