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&KI, Jammu-27.12.2024.
2. RCB&KI, Shillong-24.12.2024

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान
(आई.ए & ए.डी) पूर्वोत्तर क्षेत्र: लछतलेत कम्प्लेक्स, शिलांग -793003
REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE
IA&AD NE REGION: LACHATELETTE COMPLEX, SHILLONG-793003
Phone: 0364-2222594, 2210103 Email: rtishillong@cag.gov.in

Azadi Ka Amrit Mahotsav

संख्या/**No. 73-RCB&KI/Deptn./1-1/2023-24/Vol.XI/** 1276 10 DEC 2024

सेवा में/**To**

आईए एवं एडीके सभी विभागाध्यक्ष,
(मेलिंग सूची के अनुसार)।
All Heads of Departments of IA&AD,
(As per mailing list).

विषय: आरसीबी एवं केआई, शिलांग में रिक्त पदों को प्रतिनियुक्ति के आधार पर भरना।
Subject: Filling up of Two (02) vacant posts on deputation basis in RCB&KI, Shillong.

महोदय/ महोदया,
Sir/Madam,

The Regional Capacity Building & Knowledge Institute, Shillong, invites applications from eligible candidates to fill up the following vacant Regular Temporary posts on deputation basis:-

Sl. No.	Designation and Pay Level	No. of Posts	Eligibility Criteria	Purpose	Work requirement
1.	AAO (Admn)	02	1. Holding the post of AAO. 2. Preferably having at least two years' experience in Administration/ Establishment.	To handle the Administration related work.	1. Proficiency in MS Office and e-office. 2. Ability to handle DDO charge, Procurement, Tendering, Bills, TDS, Returns, Hospitality and other Establishment matters

2. Applications may be forwarded to this office**on or before 03.01.2025** along with their Bio Data (Annexure enclosed), certified copies of APAR for the last 05 (five) 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 applicant. 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 initially for a period upto 28.02.2025, which may be extended thereafter, subject to his/her continued suitability, administrative convenience and Headquarters' concurrence. While working at RCB&KI,

Shillong, the selected official will draw his/her basic pay plus admissible deputation allowance under extant rules and regulations.

4. Maximum age for appointment by deputation shall not exceed 56 years as on date of application. The officials working on deputation basis shall not have right for absorption in any post in the Institution. The applications of the officials working in the office on deputation basis on normal terms and conditions shall be forwarded through their respective Parent Office(s).

5. 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 renamed as RCB&KIs/RCB&KCs were issued for strict compliance. The instructions in the said circular are reiterated 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, without withholding any application.

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

d. The RCB&KI, Shillong reserve the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

6. 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/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 Hqrs' Circular No. 398/Trg.Div/42A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.

Yours faithfully,

Encl: As stated above.

10/12/24

Core Faculty (Admn)

ANNEXURE

APPLICATION FOR THE POST OF ASSISTANT AUDIT/ACCOUNTS OFFICER

1.	Name in full (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 belong i. Parent Office ii. Present Office	
8.	Whether belonging to SC/ST	
9.	Date of entry into Govt. Service	
10.	Date of entry into IA&AD	
11.	Proficiency in Computers (details may be given)	
12.	Present Pay and Pay Level	
13.	Mobile Number and official email ID	
14.	Any other relevant details	

तारीख/Date:

जगह/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)

दिनांकः 06-12-2024

सेवा में,

भारत के नियंत्रक एवं महा लेखा परीक्षक
के सभी कार्यालय।

विषय: Deputation for the two posts of Clerk in RCB & KI, Jammu -regarding.

महोदय/महोदया,

उपरोक्त विषय पर इस कार्यालय का पत्र सं. No. RCB&KI/J/A/Dep/2024-25/596 दिनांक: 06-12-2024 आवश्यक कार्रवाई हेतु प्रेषित किया जाता है।

अनुलग्नकः- 01

भवदीय,

हस्ता/-
वरि. प्रशासनिक अधिकारी (प्रशा.)

Regional Training Institute, Jammu, Pr AG(Audit) Office Complex, Shakti Nagar, J&K,Jammu-180 001
Phone Office +91 191 2580598,+91 191 2585599 FAX +91 191 2585488 Hostel +91 191 2581165
Visit us at https://cag.gov.in/rti/jammu

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CAG-ALL-OFFICES mailing list -- cag-all-offices@lsmgr.nic.in
To unsubscribe send an email to cag-all-offices-leave@lsmgr.nic.in

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Deputation reg.docx
19 KB

O/o THE DIRECTOR GENERAL REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE, JAMMU

No: RCB&KI/J/A/2024-25/Dep/596
Dated: 06-12-2024

To

CAG-All Offices (as per mailing list),

Subject: Deputation for the two posts of Clerk in RCB & KI, Jammu -regarding.

Madam/Sir,

In continuation to this office notification issued under No: RTI/J/A/Dep/2024-25/505 dated 22-10-2024, the applications are again invited from the desirous candidates for 02 posts of Clerk on deputation basis in this office on usual terms and conditions. The eligibility criteria for deputation are as under:

S. No	Name of the Post	No of vacancies
1.	Clerk	02

Eligibility criteria:

1.Holding Analogous Post on regularbasis in the parent office.

2.The applicant should be proficient in diarizing of DAK, maintenance of sectional diaries, proficiency in English and Hindi typing work in MS Office and MS Excel. Handling of Administrative work, such as correspondence and preparation of administrative reports including any other administrative work assigned by officers. The applicants possessing knowledge of working in the e-office will be given preference.

3. Minimum 03 years' experience

4.The application of the eligible and willing officials who can be spared immediately in the event of their selection on deputation to this office, accompanied with the following documents/certificates may kindly be forwarded to the undersigned latest by **05-01-2025**

i) Bio-Data

ii) Copies of APAR for the previous 3 years.

iii) Integrity certificate/Disciplinary/Vigilance clearance certificate.

Terms of deputation & selection process

1.The required documents of the eligible candidates forwarded by the respective parent offices may be scanned and sent by email to avoid postal delay.

2 The RCB & KI reserves the right to repatriate a deputationist at any time, if his/her performance is not found satisfactory.

3.Selection of a suitable official shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall be notified.

4.Deputationist will be eligible for deputation (Duty) allowance as per extant rules.

1. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

2. The candidate once selected for the post will not be allowed to withdraw his/her candidature subsequently.

3. The initial period of deputation will be for a period of three years and is extendable subject to performance and approval of Competent Authority.

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 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 to the concerned Institute/Centre, without withholding any application;

c. On completion of the selection process, the field offices shall obligatorily relieve the selected official for administrative assignments at RCB & KIs at the earliest.

Yours faithfully,

Sd/-
Sr. Administrative Officer (Admn)