

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-13.02.2025
2. PAG (Audit), Shimla-10.02.2025.
3. RCB&KI, Bengaluru-07.02.2025
4. PAG (Audit), Rajasthan-07.02.2025
5. RCB&KI, New Delhi-04.02.2025

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

No: RCB & KI/J/A/2024-25/Dep/769
Dated: 21-01-2025

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/2024-25/Dep/596 dated 06-12-2024, 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 regular basis 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 **20-02-2025**
 - 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)

Application Form

S. No.	Particulars	
1.	Name of the retired officer	
2.	Date of Birth	
3.	Qualification a. Educational b. Professional	
4.	Date of entry in the Government Service	
5.	Name of the officer from which retired	
6.	Length of service	
7.	Date of retirement	
8.	Post held at the time of retirement	
9.	Post applied for	
10.	In case of voluntary retirement, ground on which retired	
11.	Experience	
12.	Additional information, if any	
13.	Copy of the PPO duly attached may be attached	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

(Signature of applicant)

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

No: RCB & KI/J/A/2024-25/768

Dated: 21-01-2025

To

CAG-ALL-OFFICES

(as per mailing list)

Subject: Hiring of retired Sr. Audit Officer, as consultant on 01 post of Sr. Administrative Officer (Knowledge Centre) in this office-regarding

Madam/Sir,

In continuation to this office notification No. RCB & KI/J/A/2024-25/531 dated 08-11-2024, the applications (proforma attached) from desirous retired officers of the rank of **Sr. Audit Officer from Defence Audit** are invited for the assignment in this office against 01 vacant post of Sr. Administrative Officer (KC) in accordance with terms and conditions prescribed by Headquarters 'Office vide Circular No: 30 issued under No: 1346-Staff (App.)-1/22-2016 dated 26-09-2023.

1. **Eligibility:** - Retired Sr. Audit Officer shall be eligible for hiring against the vacancy in the cadre of Sr. Administrative Officer (Knowledge Centre).
2. **Tenure and age limit:** - The retired officer will be hired on a short term contract basis initially upto a period of one year. The maximum number of term shall be five years. Age should not be beyond 65 years as on 01-01-2025.
3. **Remuneration and allowance payable:** -
 - i. Remuneration and allowance payable to retired officer will be governed by OM No. 3-24/2020-E.III A dated 09-12-2020 issued by the Department of Expenditure, Ministry of Finance Government of India, New Delhi as under.
 - a. A fixed monthly amount shall be admissible, arrived by deducting the basic pension from the basic pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract.
 - b. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed, not exceeding the rate applicable to the appointee at the time of his/her retirement.
 - c. No annual increment/percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract.
4. **Leave:** -
 - a. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service to the retired officials hired on short term contract basis. Accumulation of leave beyond a calendar year may not be allowed. However, absence during bandh, strike, lockdown should be dealt with a similar way as in the case of serving officers as these events are beyond the control of any individual.

- b. If retired officer hired on short term contract basis remain absent beyond paid leave in a month for reasons other than those indicated above. his/her remuneration shall be deducted on pro-rata basis as under: -
$$\frac{\text{Fixed monthly remuneration}}{22} \times \text{No. of days of absence on working}$$

22

5. Duties assignable and other condition:

- a. The retired officers hired on short term contract basis shall be responsible for pertaining the duties related to the post against which they are hired as well as any other duties or responsibilities assigned by their respective Heads of Department (HoDs).
 - b. Statutory deductions levied by the Union/Government shall be made as per rules.
 - c. The appointment will be purely on temporary basis and is subject to termination at any time.
 - d. The retired official hired on short term basis shall sign an agreement of confidentiality containing a clause on Ethics and integrity.
- 6.** The retired officers who fulfill the eligibility criteria and are willing for the above assignment may submit their application and proforma (attached) duly filled in all respect and the same must reach to this office by **20-02-2025**.

It is requested that wide publicity may kindly be given to this notification.

Yours faithfully,

Sd/-

Sr. Administrative Officer (A)



Applications are invited for appointment to the post of **Welfare Assistant**, on deputation basis, in Pay level-8 of the Pay Matrix of Central Civil Services (Revised Pay) Rules, 2016 in the office of Pr. Accountant General (Audit), Himachal Pradesh, Shimla.

Particulars of post/ eligibility criteria for deputation:

1. Name of the post : Welfare Assistant.
2. Classification : General Central Services (Group 'B' Non – Gazetted)
3. Scale of Pay : Pay Level-8 (Rs. 47,600-1,51,100)
4. **Eligibility** :
 - (i) Holding analogous posts on regular basis in the parent cadre or department.
 - or**
 - (ii) With three-years combined service in the grade of Sr. Auditor/ Sr. Accountant (Level-06) & Asstt. Supervisor (Level-07) rendered after appointment thereto on a regular basis in the parent cadre or department.
 - and**
 - (iii) Possessing three years' experience in the field of community activities, housekeeping, sports and cultural activities, personal administration including settlement of personal claims, etc.
 - (iv) The maximum age limit for appointment shall not exceed 56 years as on the closing date of receipt of applications.

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/department of the Central Government shall ordinarily not exceed three years.

Applications of willing and eligible officials* (in the proforma enclosed) who are clear from vigilance and disciplinary angle and who can be spared immediately on selection may be forwarded, duly approved by the Head of Department, along with attested copies of APARs for the last five years to this office **latest by 17.02.2025**.

*(Eligible and willing officials of this office may submit their willingness along with prescribed proforma in Administration Section **latest by 17.02.2025** positively)

यह परिपत्र प्रधान महालेखाकार महोदय के अनुमोदनार्थ जारी है।

हस्ता/-

वरि० उप महालेखाकार (प्रशासन)

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:

1. भारतीय लेखापरीक्षा तथा लेखा विभाग के सभी कार्यालय
2. सचिव, प्रधान महालेखाकार (ले०प०) हि०प्र०
3. निजी सचिव, वरि० उप-महालेखाकार (प्रशासन)
4. निजी सहायक, उप-महालेखाकार (ले०प०) प्रबंधन समूह-I)
5. निजी सहायक, उप-महालेखाकार (ले०प०)प्रबंधन समूह-II)
6. निजी सहायक, उप-महालेखाकार (ले०प०)प्रबंधन समूह-III)
7. कल्याण अधिकारी
8. सभी अधिकारी / कर्मचारी

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)

16/01

PROFORMA

1.	Name & Designation	
2.	Date of birth and Age as on the last date of receipt of application	
3.	Category	
4.	Present place of posting	
5.	Date of appointment in the Government service, cadre	
6.	i. Post held ii. Date of promotion to the present post iii Date of confirmation & post in which confirmed iv. Basic Pay and Grade Pay v. Pay Band	
7.	Education Qualification	
8.	Particulars of Welfare or Community Activities House Keeping, Sports and Cultural Activities, Personnel Admn. Including Settlement of personal claims duly supported by documents.	Separate sheet may be attached if needed
9.	Knowledge of Computers	
10.	Any other achievements	

Signature of the candidate

Date:

Place:

अनुबंध 1

आवेदित प्रतिनियुक्ति पद के लिए जीवन-वृत्त प्रारूप

1	पूरा नाम	
2	कार्यालय जहाँ वर्तमान में तैनात है	
3	पदनाम	
4	मूल कार्यालय	
5	सरकारी सेवा में प्रवेश करने की तिथि	
6	भा.ले.प. & ले.वि. में प्रवेश करने की तिथि	
7	वर्तमान पद पर पदोन्नति की तिथि	
8	जन्म तिथि	
9	शैक्षणिक योग्यताएं	
10	पेशेवर योग्यता (सीआईएसए/सीआईएसएसपी/सीआईए/सीआईएसएम आदि)	
11	कंप्यूटर में प्रवीणता	
12	अतिरिक्त विशेषज्ञता/योग्यता, यदि कोई हो,	
13	प्रशिक्षण में अनुभव	
14	कार्यक्रम/कार्यशालाएं आयोजित करने का अनुभव	
15	ई-मेल पता	
16	दूरभाष सं.	

17. रोजगार का विवरण, कालक्रमानुसार (प्रतिनियुक्ति पद सहित)

कार्यालय/ संस्थान	नियमित आधार पर धारित पद	कब से	कब तक	वेतन बैंड/वेतन मैट्रिक्स में मूल वेतन, ग्रेड वेतन	आवेदित पद से जुड़े हुए अनुभव पर प्रकाश डालते हुए कार्यों की प्रकृति

मैंने रिक्ति परिपत्र/विज्ञापन को ध्यान से पढ़ा है तथा मुझे अच्छी तरह से पता है कि उक्त पद के लिए चयन करते समय मेरे द्वारा प्रस्तुत आवश्यक योग्यता/कार्य अनुभव संबंधी दस्तावेजों द्वारा समर्थित जीवन-वृत्त में दी गई जानकारी का भी चयन समिति द्वारा मूल्यांकन किया जाएगा। मेरे द्वारा प्रदत्त सूचना/विवरण मेरी सर्वोत्तम जानकारी के अनुसार सही व सत्य है तथा मेरे चयन पर प्रभाव डालने वाले किसी भी तथ्य को न छुपाया/रोका गया है।

हस्ताक्षर:

दिनांक:

Annexure I

Bio-data Format Deputation post for which application submitted:

1	Full Name	
2	Office where currently posted	
3	Designation	
4	Parent Office	
5	Date of entry into Government service	
6	Date of entry into IAAD	
7	Date of promotion to current designation	
8	Date of Birth	
9	Educational Qualification	
10	Professional Qualification(CISA/CISSP/CIA/CISM etc)	
11	Proficiency in Computers	
12	Additional Expertise/Qualification, if any	
13	Experience in training	
14	Experience in organising events/workshops etc	
15	e-mail id	
16	Mobile number	

16 Details of Employment, in chronological order (including deputation posts)

Office/institution	Post held on regular basis	From	To	Basic pay in the PB/Pay Matrix, Grade pay	Nature of Duties highlighting the experience linked to the post applied for

I have carefully gone through the Vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also 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:

Date:



भारतीय लेखापरीक्षा और लेखा विभाग
Indian Audit & Accounts Department

क्षेत्रीय क्षमता निर्माण एवं ज्ञान केंद्र, बेंगलूरु,

Regional Capacity Building & Knowledge Centre, Bengaluru



No. RCB & KCB/ Admn/Deputation/2024-25/ 121

Dated: 20.01.2025

To,

All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

Subject: Deputation Assignment at Regional Capacity Building & Knowledge Centre, Bengaluru for filling up 01 post of AAO/OIOS.

Sir/Madam,

1. RCB & KC, Bengaluru caters to the capacity building requirements of nine offices of Indian Audit & Accounts Department located in Bengaluru and Hubli.
2. Applications are invited for one post of AAO/OIOS which would be vacant from April, 2024 at RCB & KC, Bengaluru:

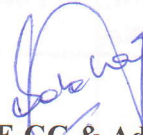
Sl. No.	Post	Job description	Eligibility	No. of vacancies
01.	AAO/OIOS	Responsible to work as FHD for OIOS (for supporting, capacity building and handholding) for the assigned field offices.	<ul style="list-style-type: none">• Holding of posts of SAO/AAO.• Knowledge of working in OIOS• Knowledge relating to overall Auditing in IA &AD.• Regular working proficiency in computers and comfort in using IT is necessary. Specialized technical qualifications in computer are highly desirable	ONE

3. Applications of officials who are willing to be considered for deputation in RCB & KC, Bengaluru for the above mentioned posts may forward the application to RCB & KC, Bengaluru through proper channel on or before **14.02.2025** along with their biodata in the format prescribed in **Annexure I**, certified copies of APAR for the last five years duly attested on each page by the competent authority. A certificate to state that no disciplinary/court/vigilance case is either pending or contemplated against the applicant should also be forwarded along with the application.

4. The successful candidates would be decided by the selection committee and would be approved by the competent authority. Necessary practical test/personal interview may also be conducted as per the order of the competent authority.
5. The term of deputation for the posts will be initially for a period of three years and extendable on yearly basis thereafter. RCB & KC, Bengaluru, however, reserves the right to repatriate at any time even before three years.
6. Deputed officers/officials will be entitled for deputation allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.
7. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of application for the post.
8. Wide publicity may be given to this circular and attention to Headquarters Circular no: 269/Trg/Div/42-A/2019 dated 18-09-2019 is invited which inter-alia stipulates that the field offices should display/circulate deputation notifications issued by RTIs/RCB & KCs among staff and forward such applications received to RTIs/RCB & KCs.
9. In General, all the extant rules applicable for deputation to any post in IA&AD are to be taken to have been included in this notification.

This issues with the approval of Competent Authority.

Yours faithfully,



**SAO/CF-GC & Admn.
RCB & KC, Bengaluru**



प्रशा-1/ ले.व.ह./ 2018-25/ कैटीन भर्ती/ के-222/ खंड- III/
संख्या / No.....

भारतीय लेखा तथा लेखा परीक्षा विभाग
कार्यालय प्रधान महालेखाकार (लेखा व हक) राजस्थान
INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), RAJASTHAN

दिनांक / Date.....

परिपत्र संख्या: प्रशासन (लेखा व हक.) / 165 दिनांक: 20.01.2025

भारतीय लेखा व लेखापरीक्षक विभाग के समस्त कार्यालयों से इस कार्यालय के विभागीय कैटीन में निम्नलिखित पदों को प्रतिनियुक्ति पर स्थानांतरण के आधार पर भरने हेतु इच्छुक एवं योग्य उम्मीदवारों से विहित प्रपत्र में आवेदन आमंत्रित किए जाते हैं:-

क्र. सं.	पदनाम	पद का विवरण	योग्यता
1.	प्रबंधक ग्रेड- II	साधारण केंद्रीय सेवा, समूह 'ख' अराजपत्रित, अननुसचिवीय वेतन मैट्रिक्स में स्तर-6 पदों की संख्या-01	केन्द्रीय सरकार के ऐसे पदधारी- (क) (i) जो मूल काडर या विभाग में नियमित आधार पर सदृश पद धारण किये हुए हैं; या (ii) जिन्होंने मूल काडर या विभाग में वेतन मैट्रिक्स के स्तर-5 (29200-92300/- रु.) या समतुल्य पदों में नियमित आधार पर नियुक्ति के पश्चात उस श्रेणी में छह वर्ष सेवा की हो; या (iii) जिन्होंने मूल काडर या विभाग में वेतन मैट्रिक्स के स्तर-4 (25500-81100/- रु.) या समतुल्य पदों में नियमित आधार पर नियुक्ति के पश्चात उस श्रेणी में दस वर्ष सेवा की हो; और (ख) (i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से वाणिज्य या कारोबार अध्ययन या अर्थशास्त्र या लोक प्रशासन में बैचलर डिग्री (ii) किसी सरकारी कार्यालय या पब्लिक सेक्टर उपक्रम या स्वायत्त या कानूनी संगठन के लेखा कार्य में दो वर्ष का अनुभव
2.	सहायक प्रबंधक -सह-भंडारी	साधारण केंद्रीय सेवा, समूह 'ग' अराजपत्रित, अननुसचिवीय वेतन मैट्रिक्स में स्तर-4 पदों की संख्या-01	केन्द्रीय सरकार के ऐसे कर्मचारी- (क) (i) जो नियमित आधार पर सदृश पद धारण किए हुए हों; या (ii) जिन्होंने वेतन मैट्रिक्स के स्तर-2 में आठ वर्ष नियमित सेवा की हो; और (iii) मान्यता प्राप्त विश्वविद्यालय से वाणिज्य विषय में स्नातक या मान्यता प्राप्त विश्वविद्यालय से किसी अन्य विधाशाखा में स्नातक के साथ एक मान्यता प्राप्त संस्था से लेखा रखने की प्रणाली या भंडारण की प्रणाली में एक वर्ष का डिप्लोमा (ख) सरकारी विभाग या उपक्रम में भण्डारों या लेखाओं के प्रचालन में तीन वर्ष का अनुभव

यह प्रतिनियुक्ति भारतीय लेखा तथा लेखा परीक्षा विभाग के अंतर-विभागीय प्रतिनियुक्ति की वर्तमान में विद्यमान तथा समय-समय पर भविष्य में जारी किये जाने वाले सामान्य शर्तों पर आधारित होगी। प्रतिनियुक्ति की अवधि जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि है, साधारणतया तीन (03) वर्ष से अधिक नहीं होगी।

इच्छुक एवं योग्य उम्मीदवार अपना आवेदन विहित प्रपत्र में पूर्ण रूप से भरकर उचित माध्यम से (Through the proper channel) वरि. उप महालेखाकार (प्रशासन), कार्यालय प्रधान महालेखाकार (लेखा व हक) राजस्थान, जयपुर-302005 को भेज सकते हैं। अग्रसारित करते समय प्रायोजक प्राधिकारी द्वारा निम्नलिखित प्रमाण-पत्र / दस्तावेज संलग्न किया जाना आवश्यक है:-

1. यह प्रमाण-पत्र कि आवेदक द्वारा दिया गया विवरण सही है।
2. सतर्कता अनापत्ति (vigilance clearance) प्रमाण-पत्र जिसमें स्पष्टतया यह उल्लेखित हो कि आवेदक के विरुद्ध कोई अनुशासनात्मक और सतर्कता संबंधी मामला लंबित अथवा विचारधीन नहीं है।
3. चयन होने की स्थिति में अधिकारी को अपना नया कार्यभार ग्रहण करने हेतु तुरंत कार्यमुक्त किया जाएगा।
4. पिछले पांच वर्षों के ए.पी.ए.आर. की प्रत्येक पृष्ठ की सत्यापित प्रतियाँ। प्रतियाँ सक्षम अधिकारी के द्वारा सत्यापित होनी चाहिए।
5. पोषक प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार प्रतिनियुक्त व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।

टिप्पणी :- प्रतिनियुक्ति या आमेलन के आधार पर नियुक्ति के प्रयोजन के लिए किसी अधिकारी द्वारा 01 जनवरी, 2016 से पहले या उस तारीख से जिससे सातवें केन्द्रीय वेतन आयोग की सिफारिशों पर आधारित पुनरीक्षित वेतन संरचना का विस्तार किया गया है, नियमित आधार पर की गई सेवा को सिवाय उस दशा के, जहां एक से अधिक पूर्व पुनरीक्षित वेतनमान का साधारण ग्रेड वेतन या वेतनमान सहित एक श्रेणी में विलय हो गया है और वहां यह लाभ केवल उस पद (उन पदों पर विस्तारित होगा जिसके लिए ग्रेड वेतन या वेतनमान बिना किसी उन्नयन का साधारण प्रतिस्थापन ग्रेड है उक्त वेतन आयोग की सिफारिशों पर आधारित विस्तारित तत्स्थानी ग्रेड वेतन या वेतनमान पर की गई सेवा समझी जाएगी।

आवेदन के इस कार्यालय में पहुंचने की अंतिम तिथि 15 /02/ 2025 है। अंतिम तिथि के बाद प्राप्त आवेदन पर विचार नहीं किया जाएगा। दिनांक 15 /02/ 2025 को आवेदक की आयु 56 वर्ष से अधिक नहीं होनी चाहिए।

एक बार आवेदन करने के पश्चात उम्मीदवारी वापसी की अनुमति नहीं दी जाएगी।
संलग्न: उपरोक्तानुसार।

क्रमांक:- प्रशा-॥ ले.व ह./ 2018-25/ कैटीन भर्ती/ के-222/ खंड- III

हस्ता./-
वरि. उप महालेखाकार (प्रशासन)
दिनांक:

प्रति वरिष्ठ प्रशासन अधिकारी (कल्याण), <saowel@cag.gov.in> भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय, 09 दीन दयाल उपाध्याय मार्ग, नई दिल्ली-110124 को सूचनार्थ एवं आवश्यक कार्यवाही प्रेषित है।

हस्ता./-
वरि. उप महालेखाकार (प्रशासन)
क्रमांक:- प्रशा-॥ ले.व ह./ 2018-22/ कैटीन भर्ती/ के-222/ खंड- III / 566 + 05M दिनांक: 20/01/2025

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. भारतीय लेखा एवं लेखापरीक्षा विभाग के सभी कार्यालयाध्यक्ष
2. सचिव/ प्रधान महालेखाकार
3. स्टेनोग्राफर / वरि. उप महालेखाकार (प्रशासन)/ लेखा
4. नोटिस बोर्ड (02 प्रतियाँ)
5. वरि. लेखाधिकारी/ कल्याण प्रकोष्ठ
6. कार्यालय आदेश पत्रावली

वरि. लेखाधिकारी/ प्रशासन -I

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

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
<p>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.</p> <p>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</p>			

-2-

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 'STC' / '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 _____

5

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 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)

Email

Vijay Deep

Fwd: [Cag-all-offices] Deputation to the posts of Departmental Canteen-regarding

From : AAO Admin I Anil Kumar <aaoadmin1.pjb.au@cag.gov.in> Tue, Jan 21, 2025 12:37 PM
Subject : Fwd: [Cag-all-offices] Deputation to the posts of Departmental Canteen-regarding 2 attachments
To : Dinesh Kumar <dineshk.odi.au@cag.gov.in>
Cc : Vijay Deep <vijayd.pjb.au@cag.gov.in>

Regards,
AAO (Admn-I)

From: "DAG Admn Sectt." <dagadminsectt.pjb.au@cag.gov.in>
To: "SrAO Admn I AG Audit Punjab" <saoadmin1.pjb.au@cag.gov.in>, "AAO Admin I Anil Kumar" <aaoadmin1.pjb.au@cag.gov.in>, "ARUN TULI" <tulia.pjb.sca@cag.gov.in>, "AAO ADMN III" <aaoadmin3.pjb.au@cag.gov.in>
Sent: Tuesday, January 21, 2025 11:26:23 AM
Subject: Fwd: Fwd: [Cag-all-offices] Deputation to the posts of Departmental Canteen-regarding

----- Forwarded Message -----

From: AG AUDIT PUNJAB <agaupunjab@cag.gov.in>
To: Pushpendra Gehlot <pushpendrag@cag.gov.in>
Cc: DAG Admn Sectt. <dagadminsectt.pjb.au@cag.gov.in>
Sent: Tue, 21 Jan 2025 09:58:44 +0530 (IST)
Subject: Fwd: [Cag-all-offices] Deputation to the posts of Departmental Canteen-regarding

Regards,
PAG Sectt.
O/o PAG (Audit), Punjab,
Chandigarh.

From: "Shayin Nazli Jafri" <shayinnj@cag.gov.in>
To: "AG AUDIT PUNJAB" <agaupunjab@cag.gov.in>
Sent: Monday, January 20, 2025 7:18:55 PM
Subject: Re: [Cag-all-offices] Deputation to the posts of Departmental Canteen-regarding

seen

Warm Regards

Yours sincerely

Nazli J. Shayin
Pr. Accountant General (Audit), Punjab

From: "AG AUDIT PUNJAB" <agaupunjab@cag.gov.in>
To: "Shayin Nazli Jafri" <shayinnj@cag.gov.in>
Sent: Monday, January 20, 2025 5:17:44 PM
Subject: Fwd: [Cag-all-offices] Deputation to the posts of Departmental Canteen-regarding

Regards,
PAG Sectt.
O/o PAG (Audit), Punjab,
Chandigarh.

From: "AG AE Rajasthan Jaipur" <agaerajasthan@cag.gov.in>
To: "cag-all-offices" <cag-all-offices@ismgr.nic.in>
Sent: Monday, January 20, 2025 4:59:40 PM
Subject: [Cag-all-offices] Deputation to the posts of Departmental Canteen-regarding

महोदय/महोदया

मुझे इस ई-मेल को अग्रेषित करने का निर्देश दिया गया है , कृपया संलग्न प्राप्त करें ।

[<https://amritmahotsav.nic.in/>]

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



Proforma (2).pdf

1 MB



Deputation to Canteen Posts (1).pdf

281 KB



प्रशा-1/ ले.व.ह./ 2018-25/ कैटीन भर्ती/ के-222/ खंड- III/
संख्या / No.....

भारतीय लेखा तथा लेखा परीक्षा विभाग
कार्यालय प्रधान महालेखाकार (लेखा व हक) राजस्थान

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), RAJASTHAN

दिनांक / Date.....

परिपत्र संख्या: प्रशासन (लेखा व हक.) / 165 दिनांक: 20.01.2025

भारतीय लेखा व लेखापरीक्षक विभाग के समस्त कार्यालयों से इस कार्यालय के विभागीय कैटीन में निम्नलिखित पदों को प्रतिनियुक्ति पर स्थानांतरण के आधार पर भरने हेतु इच्छुक एवं योग्य उम्मीदवारों से विहित प्रपत्र में आवेदन आमंत्रित किए जाते हैं:-

क्र. सं.	पदनाम	पद का विवरण	योग्यता
1.	प्रबंधक ग्रेड- II	साधारण केंद्रीय सेवा, समूह 'ख' अराजपत्रित, अननुसचिवीय वेतन मैट्रिक्स में स्तर-6 पदों की संख्या-01	केन्द्रीय सरकार के ऐसे पदधारी- (क) (i) जो मूल काडर या विभाग में नियमित आधार पर सदृश पद धारण किये हुए हैं; या (ii) जिन्होंने मूल काडर या विभाग में वेतन मैट्रिक्स के स्तर-5 (29200-92300/- रु.) या समतुल्य पदों में नियमित आधार पर नियुक्ति के पश्चात उस श्रेणी में छह वर्ष सेवा की हो; या (iii) जिन्होंने मूल काडर या विभाग में वेतन मैट्रिक्स के स्तर-4 (25500-81100/- रु.) या समतुल्य पदों में नियमित आधार पर नियुक्ति के पश्चात उस श्रेणी में दस वर्ष सेवा की हो; और (ख) (i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से वाणिज्य या कारोबार अध्ययन या अर्थशास्त्र या लोक प्रशासन में बैचलर डिग्री (ii) किसी सरकारी कार्यालय या पब्लिक सेक्टर उपक्रम या स्वायत्त या कानूनी संगठन के लेखा कार्य में दो वर्ष का अनुभव
2.	सहायक प्रबंधक -सह-भंडारी	साधारण केंद्रीय सेवा, समूह 'ग' अराजपत्रित, अननुसचिवीय वेतन मैट्रिक्स में स्तर-4 पदों की संख्या-01	केन्द्रीय सरकार के ऐसे कर्मचारी- (क) (i) जो नियमित आधार पर सदृश पद धारण किए हुए हों; या (ii) जिन्होंने वेतन मैट्रिक्स के स्तर-2 में आठ वर्ष नियमित सेवा की हो; और (iii) मान्यता प्राप्त विश्वविद्यालय से वाणिज्य विषय में स्नातक या मान्यता प्राप्त विश्वविद्यालय से किसी अन्य विधाशाखा में स्नातक के साथ एक मान्यता प्राप्त संस्था से लेखा रखने की प्रणाली या भंडारण की प्रणाली में एक वर्ष का डिप्लोमा (ख) सरकारी विभाग या उपक्रम में भण्डारों या लेखाओं के प्रचालन में तीन वर्ष का अनुभव

यह प्रतिनियुक्ति भारतीय लेखा तथा लेखा परीक्षा विभाग के अंतर-विभागीय प्रतिनियुक्ति की वर्तमान में विद्यमान तथा समय-समय पर भविष्य में जारी किये जाने वाले सामान्य शर्तों पर आधारित होगी। प्रतिनियुक्ति की अवधि जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि है, साधारणतया तीन (03) वर्ष से अधिक नहीं होगी।

इच्छुक एवं योग्य उम्मीदवार अपना आवेदन विहित प्रपत्र में पूर्ण रूप से भरकर उचित माध्यम से (Through the proper channel) वरि. उप महालेखाकार (प्रशासन), कार्यालय प्रधान महालेखाकार (लेखा व हक) राजस्थान, जयपुर-302005 को भेज सकते हैं। अग्रसारित करते समय प्रायोजक प्राधिकारी द्वारा निम्नलिखित प्रमाण-पत्र / दस्तावेज संलग्न किया जाना आवश्यक है:-

1. यह प्रमाण-पत्र कि आवेदक द्वारा दिया गया विवरण सही है।
2. सतर्कता अनापत्ति (vigilance clearance) प्रमाण-पत्र जिसमें स्पष्टतया यह उल्लेखित हो कि आवेदक के विरुद्ध कोई अनुशासनात्मक और सतर्कता संबंधी मामला लंबित अथवा विचारधीन नहीं है।
3. चयन होने की स्थिति में अधिकारी को अपना नया कार्यभार ग्रहण करने हेतु तुरंत कार्यमुक्त किया जाएगा।
4. पिछले पांच वर्षों के ए.पी.ए.आर. की प्रत्येक पृष्ठ की सत्यापित प्रतियाँ। प्रतियाँ सक्षम अधिकारी के द्वारा सत्यापित होनी चाहिए।
5. पोषक प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार प्रतिनियुक्त व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।

टिप्पणी :- प्रतिनियुक्ति या आमेलन के आधार पर नियुक्ति के प्रयोजन के लिए किसी अधिकारी द्वारा 01 जनवरी, 2016 से पहले या उस तारीख से जिससे सातवें केन्द्रीय वेतन आयोग की सिफारिशों पर आधारित पुनरीक्षित वेतन संरचना का विस्तार किया गया है, नियमित आधार पर की गई सेवा को सिवाय उस दशा के, जहां एक से अधिक पूर्व पुनरीक्षित वेतनमान का साधारण ग्रेड वेतन या वेतनमान सहित एक श्रेणी में विलय हो गया है और वहां यह लाभ केवल उस पद (उन पदों पर विस्तारित होगा जिसके लिए ग्रेड वेतन या वेतनमान बिना किसी उन्नयन का साधारण प्रतिस्थापन ग्रेड है उक्त वेतन आयोग की सिफारिशों पर आधारित विस्तारित तत्स्थानी ग्रेड वेतन या वेतनमान पर की गई सेवा समझी जाएगी।

आवेदन के इस कार्यालय में पहुंचने की अंतिम तिथि 15 /02/ 2025 है। अंतिम तिथि के बाद प्राप्त आवेदन पर विचार नहीं किया जाएगा। दिनांक 15 /02/ 2025 को आवेदक की आयु 56 वर्ष से अधिक नहीं होनी चाहिए।

एक बार आवेदन करने के पश्चात उम्मीदवारी वापसी की अनुमति नहीं दी जाएगी।
संलग्न: उपरोक्तानुसार।

क्रमांक:- प्रशा-// ले.व ह./ 2018-25/ कैंटीन भर्ती/ के-222/ खंड- III

हस्ता./-
वरि. उप महालेखाकार (प्रशासन)
दिनांक:

प्रति वरिष्ठ प्रशासन अधिकारी (कल्याण), <saowel@cag.gov.in> भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय, 09 दीन दयाल उपाध्याय मार्ग, नई दिल्ली-110124 को सूचनार्थ एवं आवश्यक कार्यवाही प्रेषित है।

हस्ता./-
वरि. उप महालेखाकार (प्रशासन)
क्रमांक:- प्रशा-// ले.व ह./ 2018-22/ कैंटीन भर्ती/ के-222/ खंड- III / 566 + 05M दिनांक: 20/01/2025

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. भारतीय लेखा एवं लेखापरीक्षा विभाग के सभी कार्यालयाध्यक्ष
2. सचिव/ प्रधान महालेखाकार
3. स्टेनोग्राफर / वरि. उप महालेखाकार (प्रशासन)/ लेखा
4. नोटिस बोर्ड (02 प्रतियाँ)
5. वरि. लेखाधिकारी/ कल्याण प्रकोष्ठ
6. कार्यालय आदेश पत्रावली

वरि. लेखाधिकारी/ प्रशासन -I

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

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
<p>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.</p> <p>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</p>			

-2-

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 'STC' / '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 _____

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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 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)

आवेदन पत्र

पद जिसके लिए आवेदन किया है:

सं.	विवरण	
1	सेवा-निवृत्त अधिकारी/कर्मचारी का नाम, पत्राचार हेतु आवासीय पता, ई-मेल पता तथा दूरभाष संख्या	
2	जन्म की तिथि	
3	योग्यताएं क. शैक्षणिक ख. व्यावसायिक	
4	सरकारी सेवा में प्रवेश की तिथि	
5	कार्यालय का नाम जहाँ से सेवा-निवृत्त हुए थे	
6	सेवा की अवधि	
7	सेवा-निवृत्ति की तिथि	
8	सेवा-निवृत्ति के समय धारित पद	
9	स्वैच्छिक सेवा-निवृत्ति के मामले में सेवा-निवृत्त होने का कारण	
10	अनुभव	5 वर्षों की एपीएआर की प्रतियों के साथ अलग शीट में संलग्न करें
	पद से संबंधित पेशेवर अनुभव प्रशिक्षण, कार्य के संबंध में अतिरिक्त जानकारी, यदि कोई हो,	

मैं एतद्वारा घोषणा करता/करती हूँ कि ऊपर दिए गए विवरण मेरी सर्वोत्तम जानकारी और विश्वास के अनुसार सत्य व सही है।

दिनांक:

आवेदक के हस्ताक्षर

APPLICATION FORM

Post applied for:

No.	Particulars	
1.	Name of the Retired officer/official Residential address for communication, email id and Mobile Phone No.	
2.	Date of Birth	
3.	Qualification a. Educational b. Professional	
4.	Date of entry to Government service	
5.	Name of the Office from which retired	
6.	Length of Service	
7.	Date of Retirement	
8.	Post held at the time of Retirement	
9.	In case of Voluntary retirement, ground on which retired	
10.	Experience	Attach separate sheet along with copies of APARs for 5 years
	Additional information, if any, on Professional Experience training, work relevant to the post	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Date:

SIGNATURE OF APPLICANT



भारतीय लेखापरीक्षा और लेखा विभाग
Indian Audit & Accounts Department

क्षेत्रीय क्षमता निर्माण एवं ज्ञान केंद्र, बेंगलूरु,

Regional Capacity Building & Knowledge Centre, Bengaluru



No. RCB&KC/BNG/Admn/2024-25/123

Dated 20-01-2025

CIRCULAR

Applications are invited from retired officers/officials to work on short term contract basis as consultant in RCB&KC Bengaluru in accordance with terms and conditions prescribed by Headquarters Office Circular No.30 issued under No. 1346-Staff (APP 1)/22-2016 dated 26.09.2023.

Sl No	Name of Post	Vacancies proposed to be filled	Eligibility Criteria
01	Private Secretary	01	Retired Private Secretary/Personal assistant/ Supervisor/Asstt. Supervisor/Sr. Auditor/Auditor/Sr. Accountant/Accountant
02	Sr.Auditor/Auditor	03	Retired Supervisor/Asstt. Supervisor/Sr. Auditor/Auditor/Sr. Accountant/Accountant

The following broad terms and conditions will be applicable to the contractual Officers/Officials:

- Age should not be beyond 65 years.
- Retired officers would be initially hired for a period of one-year, extendable up to a maximum of five terms subject to performance and requirement of service.
- Remuneration and allowances payable will be governed by OM No.3-25/2020 —E.III A dated 09-12-2020, issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi, which is as under.
 - The retired officers/officials shall be paid a fixed monthly amount, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged for the term of contract.
 - An appropriate and fixed amount as transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.
 - No annual increment/percentage increase, Dearness allowance and House Rent Allowance shall be allowed during the contract.
- Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service to the retired Officer/official hired on short term contract basis. Accumulation of leave beyond a calendar year may not be allowed. However, absence during curfew, bandh, strike, lockdown should be dealt with in a similar way as in the case of serving officers/officials.

5. If retired officer/official hired on short term basis remains absent, beyond paid leave in a month for reasons other than those indicated above, his/her remuneration including Transport allowance shall be deducted on pro-rata basis as under:

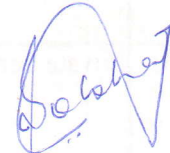
Fixed monthly remuneration X No. of days of absence on working days

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6. Statutory deductions levied by the Union/Government shall be made as per rules.
7. The appointment will be purely on temporary basis and is subject to termination at any time.
8. The retired Officers/officials selected to be hired on short term contract basis shall sign an agreement of confidentiality containing a clause on Ethics and integrity.

The Retired Officers who are fulfilling the eligibility criteria and willing for the above assignments may submit their Bio-data. Applications duly filled in all respects must reach the undersigned either by post or through email at rtcbangalore@cag.gov.in latest by 14.02.2025.

This issues with the approval of Competent Authority.



Sr. Audit Officer/Admn & CF-Gen

RCB & KC, Bengaluru.

अनुबंध ।

आवेदित प्रतिनियुक्ति पद के लिए जीवन-वृत्त प्रारूप

1	पूरा नाम	
2	कार्यालय जहाँ वर्तमान में तैनात है	
3	पदनाम	
4	मूल कार्यालय	
5	सरकारी सेवा में प्रवेश करने की तिथि	
6	भा.ले.प. & ले.वि. में प्रवेश करने की तिथि	
7	वर्तमान पद पर पदोन्नति की तिथि	
8	जन्म तिथि	
9	शैक्षणिक योग्यताएं	
10	पेशेवर योग्यता (सीआईएसए/सीआईएसएसपी/सीआईए/सीआईएसएम आदि)	
11	कंप्यूटर में प्रवीणता	
12	अतिरिक्त विशेषज्ञता/योग्यता, यदि कोई हो,	
13	प्रशिक्षण में अनुभव	
14	कार्यक्रम/कार्यशालाएं आयोजित करने का अनुभव	
15	ई-मेल पता	
16	दूरभाष सं.	

17. रोज़गार का विवरण, कालक्रमानुसार (प्रतिनियुक्ति पद सहित)

कार्यालय/ संस्थान	नियमित आधार पर धारित पद	कब से	कब तक	वेतन बैंड/वेतन मैट्रिक्स में मूल वेतन, ग्रेड वेतन	आवेदित पद से जुड़े हुए अनुभव पर प्रकाश डालते हुए कार्यों की प्रकृति

मैंने रिक्ति परिपत्र/विज्ञापन को ध्यान से पढ़ा है तथा मुझे अच्छी तरह से पता है कि उक्त पद के लिए चयन करते समय मेरे द्वारा प्रस्तुत आवश्यक योग्यता/कार्य अनुभव संबंधी दस्तावेजों द्वारा समर्थित जीवन-वृत्त में दी गई जानकारी का भी चयन समिति द्वारा मूल्यांकन किया जाएगा। मेरे द्वारा प्रदत्त सूचना/विवरण मेरी सर्वोत्तम जानकारी के अनुसार सही व सत्य है तथा मेरे चयन पर प्रभाव डालने वाले किसी भी तथ्य को न छुपाया/रोका गया है।

हस्ताक्षर:

दिनांक:

Annexure I

Bio-data Format Deputation post for which application submitted:

1	Full Name	
2	Office where currently posted	
3	Designation	
4	Parent Office	
5	Date of entry into Government service	
6	Date of entry into IAAD	
7	Date of promotion to current designation	
8	Date of Birth	
9	Educational Qualification	
10	Professional Qualification(CISA/CISSP/CIA/CISM etc)	
11	Proficiency in Computers	
12	Additional Expertise/Qualification, if any	
13	Experience in training	
14	Experience in organising events/workshops etc	
15	e-mail id	
16	Mobile number	

16 Details of Employment, in chronological order (including deputation posts)

Office/institution	Post held on regular basis	From	To	Basic pay in the PB/Pay Matrix, Grade pay	Nature of Duties highlighting the experience linked to the post applied for

I have carefully gone through the Vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae 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:

Date:



भारतीय लेखापरीक्षा और लेखा विभाग
Indian Audit & Accounts Department



क्षेत्रीय क्षमता निर्माण एवं ज्ञान केंद्र, बेंगलूरु,
Regional Capacity Building & Knowledge Centre, Bengaluru

No. RCB & KCB/ Admn/Deputation/2024-25/122

Dated: 20.01.2025

To,

All-Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

Subject: Deputation Assignment at Regional Training Centre, Bengaluru for filling up of One post of SAO (Admn-Non Faculty), AAO (Admn-Non Faculty) and One post of AAO/CKR.

Sir/Madam,

1. RCB & KC, Bengaluru caters to the capacity building requirements of nine offices of Indian Audit & Accounts Department located in Bengaluru and Hubli.
2. Applications are invited for the posts detailed below is currently vacant at RCB & KC, Bengaluru:

Sl. No.	Post	Job description	Eligibility	No. of vacancies
01.	SAO/Admn-Non-Faculty)	<ol style="list-style-type: none"> 1. Personnel management, Administrative activities of RCB & KC. 2. Facility management, conducting of seminars/workshops/meetings at RCB & KC. 3. Inventory Management including IT inventory 4. Procurement/tendering as per due procedure, sourcing through GeM. 5. Any other work assigned by HOO/HOD. 	<ul style="list-style-type: none"> • Holding of analogous post of SAO. • Handling of Administrative Activities. • Good Communication Skills. • Should possess reasonable IT skills i.e. use of MS Office, E-Office. • Knowledge of procurement through GeM portal. • Ability to handle lectures is desirable 	ONE

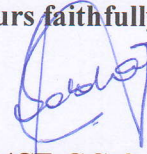
02.	AAO (Admn- Non- Faculty)	<ol style="list-style-type: none"> 1. Personnel management, including supervision of outsourced personnel 2. Procurement/tendering as per due procedure, sourcing through GeM. 3. Supporting training Programmes. 4. Handling stock and library. 5. Any other work assigned by senior officers. 	<ul style="list-style-type: none"> • Holding of analogous post of AAO. • Handling of Administrative works. • Good Communication Skills. • Should possess reasonable IT skills i.e. use of MS Office, MS Excel, web browsing and E-Office. • Knowledge of procurement of Goods and Services through GeM portal. 	ONE
03.	AAO/CKR	Work pertaining to upkeep and updation of the Central Knowledge Repository and other related work as assigned by the K&CB wing of Headquarters	<ol style="list-style-type: none"> 1. Holding of analogous post of AAO. 2. Experience in the field of audit 3. Good Communication Skills. 4. Should possess reasonable IT skills i.e. use of MS Office, MS Excel, web browsing and E-Office. 	ONE

3. Applications of officials who are willing to be considered for deputation in RCB & KC, Bengaluru for the above mentioned posts may forward the application to RCB & KC, Bengaluru through proper channel on or before **14.02.2025** along with their biodata in the format prescribed in **Annexure I**, certified copies of APAR for the last five years duly attested on each page by the competent authority. A certificate to state that no disciplinary/court/vigilance case is either pending or contemplated against the applicant should also be forwarded along with the application.
4. The successful candidates would be decided by the selection committee and would be approved by the competent authority. Necessary practical test/personal interview may also be conducted as per the order of the competent authority.
5. The term of deputation for the posts will be initially for a period of three years and extendable on yearly basis thereafter. RCB & KC, however, reserves the right to repatriate at any time even before three years.
6. Deputed officers/officials will be entitled for deputation allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.

7. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of application for the post.
8. Wide publicity may be given to this circular and attention to Headquarters Circular no: 269/Trg/Div/42-A/2019 dated 18-09-2019 is invited which inter-alia stipulates that the field offices should display/circulate deputation notifications issued by RTIs/RCB & KCs among staff and forward such applications received to RTIs/RCB & KCs.
9. In General, all the extant rules applicable for deputation to any post in IA&AD are to be taken to have been included in this notification.

This issues with the approval of Competent Authority.

Yours faithfully,



SAO/CF-GC & Admn.
RCB & KC, Bengaluru



भारतीय लेखापरीक्षा तथा लेखा विभाग (Indian Audit & Accounts Department)

कार्यालय महानिदेशक लेखा परीक्षा (केन्द्रीय प्राप्ति), नई दिल्ली

O/o The Director General of Audit (Central Receipt), New Delhi

क्षेत्रीय क्षमता निर्माण एवं ज्ञान केन्द्र, नई दिल्ली

Regional Capacity Building & Knowledge Centre, New Delhi

'A' Wing, 5th floor, AGCR Building, Indraprastha Estate, New Delhi – 110002.

☎011-23454328/332 ☎011-23702271 Email:- rtinewdelhi@cag.gov.in, website:- <https://cag.gov.in/rti/delhi/en>

No. RCBKC/Faculty Deputation/39/2023-24/Vol. VI/ 516

Dt. 9 01.2025

To

All Heads of Departments of IA&AD,
(As per enclosed mailing list)

Subject: - Extension of last date for submission of applications of eligible SAOs or AAOs with four years of regular service for the post of EDP Core Faculty in RCB&KC, New Delhi.

Sir/Madam,

Regional Capacity Building & Knowledge Centre, New Delhi requires services of eligible candidates for filling up following posts on deputation basis:-

S. No.	Post	No. of Vacancies
1.	EDP Core Faculty	02

2. Eligibility conditions and job requirements for these posts are given in Annexure-1.
3. The deputation will initially be for a period of three (3) years and may be extended by competent authority, subject to the continued suitability of the officer and administrative convenience. However, RCB&KC reserves the right to repatriate a deputationist at any time if their performance is found unsatisfactory.
4. Training allowance @ 24% would be admissible, in accordance with the instructions issued by the Government of India and Hqrs. Office from time to time.
5. Selection of suitable candidates will be made by adopting the appropriate selection procedure based on the requirement of knowledge and skill involved in the job. The selection of the applicant will be notified.
6. Applications of all interested and eligible officers may please be forwarded along with the following documents latest by **10th February 2025** to the Director, Regional Capacity Building and Knowledge Centre, New Delhi.
 - Bio-data of applicant in prescribed format (Annexure-II)
 - Particulars of Experience of applicants for the post of EDP Core Faculty as per Annexure-III
 - Vigilance clearance certificate
 - Attested copies of APARs dossier for the last five years

7. 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.

8. Wide publicity may please be given to this notification to encourage participation of officers for taking up the faculty assignment in RCB&KC, New Delhi.

9. This issues with the approval of Additional Deputy Comptroller & Auditor General (Central Receipt) New Delhi.

Yours faithfully,



Dy. Director(RCBKC)

Annexure-I

Eligibility conditions and job requirements

For the post of EDP Core Faculty:

1. Holding analogous post of Sr. Audit Officer or Assistant Audit Officer with four years of regular service.
2. The Officers below 56 years of age as on 1.1.2025 would be considered.
3. Knowledge of computer hardware, software, basic networking, Operating System
4. Proficiency in MS-Office (Word, Excel, Power-point, Access)
5. Familiarity with Databases with working experience in one of the database like Oracle, SQL Server, MySQL, Sybase etc.
6. Proficiency in IDEA & understanding of other data analytic software like Tableau, Knime, R, etc.
7. Familiarity with the process of IT Audit and involvement in some IT audit taken up by the department would be given weightage.
8. Experience as faculty in IA&AD training institutes / other training institutes would be given preference.
9. The officer would be required to handle other areas besides faculty hence experience in administration, establishment would be an added advantage.

Annexure-II**Bio data of applicant**

1.	Name of 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	
13.	Details of other exams passed (RAE/CPD-I,CPD-II/Others)	
14.	Proficiency in 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)

Annexure-III

Particulars of Experience of applicant

Name:- _____ Designation:- _____

Present office:- _____

Knowledge and experience profile for EDP core faculty

Particulars	Level of proficiency	Working experience	Certification/Degree, if any, on the subject		
			Details	Name of the Institute	Title
(1)	(2)	(3)	(4)	(5)	(6)
Operation system:					
• Windows					
• Linux					
• Unix					
MS-Office:					
• Word					
• Excel					
• Power-point					
• Access					
Databases:					
• Oracle					
• SQL server					
• MySQL					
• Others (Please mention)					
IDEA					
Tableau					
QlikView					
Knime					
Hadoop					
Python					
R					
Microsoft Power BI					
ERP:					
• SAP					
• Oracle financial					
• Microsoft Dynamics					
• JD Edwards					

Networking:					
• LAN					
• WAN					
• Internet					
IT Audit*					
Web development and management					

Note:- 1) Please use Basic, Intermediate, advanced for level of proficiency for different areas, on self-assessment basis.

*List of IT audits conducted with web link to CAGs website or the report in which it was published.