

भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, कोलकाता

संख्या : RTI/Kol/Deputation/2023-24/
दिनांक: 31/08/2023 1259

सेवा में,
All offices as per mailing list
(cag-all-offices@lsmsga.nic.in)

महोदय/महोदया,

इस कार्यालय का पत्र संख्या: RTI/Kol/Deputation/2023-24/1259
दिनांक: 31/08/2023 आपके कार्यालय को सूचना/ आवश्यक
कार्यवाही हेतु प्रेषित किया जा रहा है।

भवदीय,

संलग्न: यथोपरि

रंजन कुमार

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)



भारतीय लेखा परीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, कोलकाता
Regional Capacity Building and Knowledge Institute, Kolkata



No. RTI/Kol/Deputation/2023-24/1259

Date: 31.08.2022

To

All Offices as per mailing list
(cag-all-offices@lsmgr.nic.in)

Sub: Deputation Assignment for the filling up 1 post of Asst. Supervisor/ Senior Auditor/ Auditor at RCB&KI Kolkata.

Sir/Madam,

Application are invited from eligible and willing officials for filling up the following post on deputation basis:

Sl No	Post	No of Post	Eligibility
1	Asst. Supervisor/ Senior Auditor/ Auditor	01	1. Holding post of Asst. Supervisor/ Senior Auditor/ Senior Accountant/ Auditor/ Accountant 2. Should possess reasonable IT skill i.e. use of MS Office and web browsing. 3. Should possess good communication (Written & Oral) skill 4. Should possess knowledge of Administration/Training related work

Terms & Conditions:

1. The term of deputation will be initially for three years subject to the continued suitability of the official and administrative convenience of this office and extendable thereafter on yearly basis.
2. While working at RCB&KI, Kolkata the selected official will be draw his/her basis pay plus deputation allowance, as applicable on his/her basis pay and as admissible under extant rules.
3. Application from willing and eligible officials along with following documents may be forwarded to this office **latest by 21.09.2023** for consideration.
 - a) Biodata (format enclosed)
 - b) Certified copy of last five years APAR
 - c) Vigilance Clearance Certificate/Integrity Certificate

4. 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 in RTIs/RTCs were issued. The important instructions in the said circular are re-iterated below:
- i. Field offices shall display the deputation notifications issued by RTIs/ RTCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
 - ii. Field offices shall forward all applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application;
 - iii. On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
 - iv. The initial deputation period to RTIs/RTCs will be for 3 years and extendable on yearly basis thereafter. The RTI/RTC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
5. Regional Capacity Building and Knowledge Institute, Kolkata has right to accept/reject any application.
6. The last date of accepting application in RCB&KI, Kolkata will be 21 September, 2023.

This is issued with the approval of Principal Director.

Encl: - As above

Yours faithfully,


Sr. Audit Officer/Admn.

Bio Data

1	Name	
2	Designation	
3	Date of Birth	
4	Whether belongs to SC/ST	
5	Qualifications i) Educational ii) Professional	
6	Office to which the applicant belongs i) Parent Office ii) Present Office	
7	Date of Entry into IA&AD	
8	Date of promotion on post	
9	Whether probation period completed or not	
10	Present Pay and Pay Level	
11	Details of working experience	
12	Proficiency in Computers, details may be given	
13	Mobile No & Official email ID	
14	Permanent Address	
15	Present Address	
16	Details of Exam Passed	
17	Any other relevant details	

Date:

Place:

Signature of applicant

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

Signature of Head of the Office (With Stamp)