



संख्या/No. 73-RCB&KI/Deptn./1-1/2023-24/Vol.XI/ 871  
सेवा में/To

23 SEP 2024

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 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.	Sr. AO (Admn)	01	Persons holding the post of Sr. AO.	To handle the Administration related work.	1. Holding analogous post on regular basis. 2. At least two years' experience in Administration/ Establishment. 3. Proficient in MS Office and e-office. 4. Ability to handle DDO charge, Procurement, Tendering, Bills, TDS, Returns, Hospitality and other Establishment matters
2.	AAO (Admn)	02	Holding the post of AAO.		
3.	AAO (CKR)	01	Holding the post of AAO.	To handle Central Knowledge Repository related work.	1. Holding analogous post on regular basis. 2. Proficient in working with computers. 3. Experience in at least one of the fields of Autonomous District Councils, Works Audit and Procurement. 4. Interest in Research, writing Research Papers and Knowledge building.

2. Applications may be forwarded to this office **on or before 31.10.2024** 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:
- 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.
  - 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.
  - 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.
  - 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.

This issues with the approval of Director General.

**Encl: As stated above.**

**Yours faithfully,**

  
22/10/24  
**Core Faculty (Admn)**

**ANNEXURE****APPLICATION FOR THE POST OF SENIOR AUDIT/ACCOUNTS OFFICER AND 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 computer, 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)