

[Cag-all-offices] Requirement of various post on deputation basis at RCBKI, Nagpur**From :** RTI Nagpur <rtinagpur@cag.gov.in>

Tue, Jan 21, 2025 10:37 AM

Subject : [Cag-all-offices] Requirement of various post on deputation basis at RCBKI, Nagpur

1 attachment

To : ALL CAG <CAG-ALL-OFFICES@lsmgr.nic.in>

Regional Capacity Building and Knowledge Institute, Nagpur
26/1, Opp. Officers Club, Civil Lines,
Nagpur - 440001

Admn.

Respected Sir/Madam,

Please find herewith attachment pertaining to the subject as mentioned above.

Thanks & Regards

Sr. Audit Officer / Admn & CF
RCBKI, Nagpur

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CAG-ALL-OFFICES mailing list -- cag-all-offices@lsmgr.nic.inTo unsubscribe send an email to cag-all-offices-leave@lsmgr.nic.in— **Deputation circular_0001.pdf**

831 KB

REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE

26/1, CIVIL LINES, NAGPUR

Circular

परिपत्र - 82

संख्या: क्षे.क्ष.नि.ज्ञा.सं./नागपुर/प्रतिनियुक्ति/2024-25 | 387

दिनांक: 20-01-2025

क्षेत्रीय क्षमता निर्माण और ज्ञान संस्थान (आरसीबी और केआई), नागपुर में प्रतिनियुक्ति के मौजूदा नियमों के अनुसार आईए और एडी के क्षेत्रीय कार्यालयों से प्रतिनियुक्ति के आधार पर पात्र अधिकारियों और कर्मचारियों से वरिष्ठ लेखा परीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी (प्रशासन), वरिष्ठ लेखा परीक्षा अधिकारी/सहायक लेखा अधिकारी आईएस संकाय, सहायक लेखा अधिकारी/ सहायक लेखा परीक्षा अधिकारी (ई-एचआरएमएस), निजी सचिव, लेखाकार/लेखा परीक्षक, क्लर्क और ड्राइवर के पद को भरने के लिए आवेदन आमंत्रित किए जाते हैं।

मुख्यालय के प्रशिक्षण प्रभाग परिपत्र संख्या 269/Trg. Div./42-A/2019 दिनांक 18-9-2019 के अनुसार, प्रारंभिक प्रतिनियुक्ति अवधि 03 वर्ष होगी और वार्षिक आधार पर विस्तार योग्य होगी। परंतु, यदि किसी प्रतिनियुक्तिका का प्रदर्शन असंतोषजनक पाया जाता है तो क्षेत्रीय क्षमता निर्माण और ज्ञान संस्थान उसे किसी भी समय प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है।

प्रतिनियुक्ति के आधार पर भरे जाने वाले विभिन्न पदों के लिए पात्रता मानदंड निम्नलिखित हैं: -

Applications are invited to fill up the post of Senior Audit Officer/Senior Accounts Officer (Admin), Senior Audit Officer/Assistant Accounts Officer IS Core faculty, Assistant Accounts/Audit Officer (e-HRMS), Private Secretary, Accountant/Auditor, Clerk and Driver in Regional Capacity Building And Knowledge Institute (RCB&KI), Nagpur from eligible Officers and Staff on Deputation basis from the field offices of IA&AD as per existing rules of deputation.

In terms of Training Division Circular no. 269/Trg. Div./42-A/2019 dated 18-9-2019, the initial deputation period will be 3 years and extendable on yearly basis. However, Regional Capacity Building and Knowledge Institute reserves the right to repatriate a person on deputation at any time, if his/her performance is found unsatisfactory.

The eligibility criteria for the different posts to be filled in on deputation basis are following:-

Designation	No. of Posts	Work	Work Experience
Sr. AO	01	Admin	Holding similar post in any office. Work experience in admin section and Knowledge in using of Computers with good communication skills are preferred
Sr. AO/AAO	01	IS Faculty	Holding similar post in any office. In-depth knowledge and experience in delivering lectures on computer-based training programs like MS Office, Oracle, CAATs- IDEA, Tableau, PL/SQL, IT Audit, Website applications etc. Position will also require developing training materials for IS Courses.

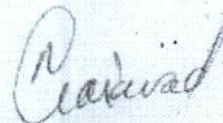
Private Secretary/P.A. to Director General	01	All Secretarial Work	Holding similar post in any office. The official shall report to the Hon'ble Director General, RCBKI, Nagpur.
AAO	01	(e-HRMS)	Knowledge in using of Computers and IT enabled services with good communication skills are preferred
Auditor/Accountant	01	Admin	Holding similar post in any office. Work experience in admin section and Knowledge in using of Computers with good communication skills are preferred
Clerk	02	Administration and training related work	Holding similar post in any office.
Driver	02	Car driving	Should possess a valid Driving license for motor car, should be at least 10th pass, should be able to repair minor defects in the vehicle, should be fully conversant with traffic rules and should have an minimum experience of three years of motor car driving. Working on similar post/grade.

The requirement may kindly be circulated and names of interested officers and staff may be forwarded along with following documents latest by 15th February 2025.

आवश्यकता को परिचालित कर के इच्छुक अधिकारियों और कर्मचारियों के नाम अधिकतम 15/02/2025 तक निम्नलिखित दस्तावेजों के साथ भेजे जा सकते हैं।

1. आवेदकों का विवरण (बायो-डेटा)।
 2. सतर्कता मंजूरी प्रमाणपत्र: यह प्रमाणित किया जाए कि आवेदक के खिलाफ कोई अनुशासनात्मक / न्यायालयीन / सतर्कता का मामला न तो लंबित है न उस पर कोई विचार किया गया है।
 3. पिछले 05 वर्षों के लिए एसीआर / एपीएआर डोजियर की प्रमाणित प्रतियां।
 4. इस अधिसूचना की तिथि तक 56 वर्ष से कम आयु के अधिकारी/कर्मचारी ही आवेदन करने के पात्र होंगे।
1. Particulars of the applicants (Biodata).
 2. Vigilance clearance certificate: It may be got certified that no disciplinary/court/vigilance case is either pending or contemplated against applicant.
 3. Certified copies of ACRs/APARs dossiers for the last 05 years.
 4. Officials below the age of 56 as on the date of this Notification alone are eligible to apply.

(Authority: Hon'ble Director General's order dated:- 16.01.2025)


Sr. Audit Officer/Admn&CF