



SUPREME AUDIT INSTITUTION OF INDIA  
लोकहितार्थ सत्यनिष्ठा  
Dedicated to Truth in Public Interest

कार्यालय महालेखाकार (लेखा व हकदारी)  
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क्रमांक: Admn I/A/23-24/487

दिनांक: 07.02.2025



### परिपत्र

Asstt. Audit Officer (CKR) के पद के लिए Regional capacity building & knowledge Institute, Jammu द्वारा प्रतिनियुक्ति के लिए आवेदन आमंत्रित किए जाते हैं। नियम और शर्तें Regional capacity building & knowledge Institute, Jammu द्वारा जारी पत्र संख्या RCB&KI/J/A/Dep/2024-25/797 दिनांक 04.02.2025 के अनुसार होगी।

इच्छुक कर्मचारी अपने आवेदन पत्र बायोडाटा (in duplicate) के साथ 14-02-2025 तक प्रशासन 1 अनुभाग में भेज सकते हैं।

संलग्न: यथोपरि।

हस्ता  
वरि. लेखा अधिकारी (प्रशासन 1)

क्रमांक प्रशासन 1/32(4)/ प्रतिनियुक्ति /24-25/5676-77

दिनांक: 07.02.2025

प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित की जाती है:

1. सूचना प्रौद्योगिकी सहायता कक्ष अधिकारिक वेबसाइट में अपलोड करने के लिए
2. कार्यालय आदेश फाईल

नमिल  
वरि. लेखा अधिकारी (प्रशासन 1)

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

No: RCB & KI/J/A/Dep/2024-25/797  
Dated:04-02-2025

To

CAG-All Offices  
(as per mailing list),

Subject: Deputation for the one post of AAO(CKR) in RCB&KI-Jammu -  
regarding

Madam/Sir,

Kind attention is invited to the subject cited above. The applications are invited from desirous candidates for deputation assignment as per instructions given below.

S. No.	Post	No of vacancies
1.	Asstt: Audit Officer (CKR)	01

He has to establish Central Knowledge Repository (CKR) to establish a systematic framework for the creation, management, access and dissemination of knowledge in the Supreme Audit Institution of India (SAI INDIA). CKR to make immense contributions towards enhancing the efficiency and effectiveness of SAI INDIA by facilitating better informed decision making, structured knowledge sharing and organizational learning.

***Eligibility Criteria***

1. Holding analogous post of A.A.O in IA &AD with a minimum service of three years.
2. Applicant should have knowledge regarding Knowledge Center related works preparation of "Case Study", Research papers, STMs.
3. The candidate should have auditing knowledge in respect of Transport Sector, Local Governance, Compliance Audit etc, knowledge in preparing training module and coordinating capacity with all other knowledge Institutions to gather inputs on knowledge Centre topics.
4. Vetting and improving the knowledge materials/substances received from various offices of IAAD on CKR topics assigned to this Institution.
5. The applicant should have good working knowledge in computer alongwith MS Office package, internet etc., ability to work in various online portals such as e-office, eHRMS, SAI Training, etc.
6. The applicant has to perform all the tasks regarding CKR as per direction of the Headquarter's Office and the Competent Authority of this Institute.

**Terms of deputation & selection process**

1. All officers who are willing should apply for the deputation through their respective

Parent Offices. The Parent Offices are requested to forward such applications along with the Bio- data and APARs for the **last five years** duly attested on each page to this Institute, so as to reach this Institute latest by **20-02-2025**. It may also be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant. The required documents of the eligible candidates forwarded by the respective Parent Offices may be scanned and sent by email to avoid postal delay. **The parent office is also required to forward NOC as provided under Headquarters 'Office letter No: 60-Staff (App)-1/14-2023 dated 27-01-2025**

2. Maximum age limit for deputation should not exceed 56 years as on the closing date of application for the post.
3. Selection of a suitable officer will be made by adopting the appropriate selection procedure based on the requirement of knowledge and skills involved in the job. The selection of the applicant will be notified
4. The deputation term shall initially be upto 28-02-2025 and thereafter subject to the accord of extension by the Headquarters 'Office.
5. The RCB & KIs reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
6. The selected officer will be entitled to deputation allowance as per instructions prevailing from time to time.
7. 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 officer(s) for teaching/administrative assignments at RCB & KIs 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:

- (i) Heads of field offices may assess the human resource requirements of respective offices and spare the services of AAOs to RCB & KIs by permitting them to apply against the vacancies notified by RCB & KIs.
- (ii) Encourage AAOs with domain knowledge for applying for the positions of notified by the RCB & KIs providing them an opportunity to contribute to the capacity development activities of SAI India.
- (iii) Heads of field offices may extend faculty support by deputing officers with

domain expertise to facilitate training sessions at RCB & KIs whenever such requests received from RCB & KIs.

(iv) Heads of field offices RCB & KIs may actively discuss the above

Yours faithfully,  
Sd/-

Sr. Administrative Officer (A)