

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

No: RCB & KI/J/A/ Dep/2024-25/911
Dated: 28-03-2025

To

CAG-All Offices
(As per mailing list)

Subject: Deputation for the one post of Accountant/ Auditor in RCB & KI, Jammu -
regarding

Sir/Madam,

Kind attention is invited to the subject cited above. The applications from desirous officials of the rank of **Assistant Supervisor** are invited for the deputation assignment as per the Job description/ Eligibility criteria given below:

S. No.	Post	No of vacancies
1.	Assistant Supervisor	01

Eligibility Criteria

1. Holding the analogous post of Assistant Supervisor with minimum five years of service as Assistant Supervisor.
- 2.. Knowledge relating to overall working in IA &AD is necessary.
3. Possessing in-depth knowledge and experience in operating computer applications including e-office, eHRMS, PFMS GeM, iBEMS.
4. The applicant should have profound knowledge in administrative and establishment matters including Income Tax.

Terms of deputation & selection process

1. The deputation term shall initially be for a period of three years and thereafter subject to the accord of extension by the Headquarters 'Office.
2. Maximum age limit for deputation should not exceed 56 years as on closing date of application for the post.
3. Selection of a suitable official 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. All officials who are willing should apply through their respective Parent Offices. In accordance with Headquarters' Office instructions, the Parent Offices are requested to forward the applications of all willing officials alongwith the Bio-data and APARs for the last five years to this Institute, so as to reach this Institute latest by **18-04-2025**. 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


5. The RCB & KIs reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
6. The selected official 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 RCB & KIs were issued for strict compliance. The instructions in the said circular are reiterated 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 officials 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.

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 Sr. Accountant/Sr. Auditor to RCB & KIs by permitting them to apply against the vacancies notified by RCB & KIs.

This issues with the approval of Director General, RCB & KI, Jammu.

Yours faithfully,


Sr. Administrative Officer (A)
28/3/25