

**OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL**
3rd MSO Building, CGO Complex, 5th Floor, DF Block,
Sector- I, Salt Lake, Kolkata – 700 064
E-mail: agauwestbengal2@cag.gov.in

N.S. No. Admn.I/6-2/Deptn/XXVI (Part.2)/2025-26/331

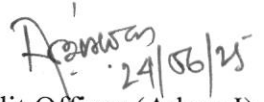
Dated: 24.06.2025

Enclosed please find following letters:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No. क्षे.क्ष. नि. ज्ञा. सं.(प्र) प्रशा./फा-12/2025-26/161 dated 20.06.2025 received from RCB&KI, Prayagraj regarding filling up the post of Core Faculty (Sr. Audit Officer / Sr. Accounts Officer) in RCB&KI, Prayagraj on deputation basis.	11.07.2025
2.	Letter No. सं. प्र. नि/ क्षे. प्र. सं-हैदरा/प्रशास/Deputation/2018/I-6/2025-26/63 dated 23.06.2025 from RCB&KI, Hyderabad regarding filling up of one post of Auditor/Accountant/Sr. Accountant/Sr. Auditor/Asstt. Supervisor in RCB&KI, Hyderabad on deputation basis.	09.07.2025

Branch officers concerned are requested to bring the contents of the above letters to the notice of willing and eligible official(s) and forward the application(s) of willing official(s) as per the date prescribed in the table above.

While recommending the name(s) of candidate(s), criteria/guidelines detailed in the aforesaid letters may be given due consideration.


Sr. Audit Officer (Admn.I)

Copy to:

1. DAG /AMG-I (Admn. & AS)
2. DAG/AMG-II
3. DAG/AMG-III
4. DAG/AMG-IV
5. Secretary to the Pr. Accountant General (Audit-II), WB.
6. Sr. Audit Officer/Admn.I & DAC
7. System Administrator/ EDP SC
8. Sr. Audit Officer /Admn.II, III & CC
9. Sr. Audit Officer/AMG-I (AS)
10. Sr. Audit Officer/ Record & APCC
11. Sr. Audit Officer/AMG-II(HQ)
12. Sr. Audit Officer/AMG-III(C)
13. Sr. Audit Officer/ AMG-IV(HQ) & Technical Cell
14. Sr. Audit Officer/ECPA-Cum-Report(Civil)
15. Sr. Audit Officer/ECPA-Cum-Report(Com)
16. Assistant Director (Official Language)/Hindi Cell
17. Assistant Audit Officer/Admn.I (For NIC-mail)


Asstt. Audit Officer (Admn.I)



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान
भारतीय लेखापरीक्षा एवं लेखा विभाग
20, सरोजिनी नायडू मार्ग, प्रयागराज
REGIONAL CAPACITY BUILDING AND KNOWLEDGE INSTITUTE
Indian Audit & Accounts Department
20, Sarojini Naidu Marg, Prayagraj- 211001
Phone - 2421063, 2421364, 2624467 Fax- 0532-2423485

पत्रांक: क्षे.क्ष.नि.ज.सं.(प्र.)/प्रशा./फा-12/2025-26/16)

दिनांक: 20/06/2025

सेवा में

डाक सूची के अनुसार IA&AD के सभी कार्यालय,
CAG-ALL-OFFICES@ismgr.nic.in

विषय: क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, प्रयागराज में प्रतिनियुक्ति के संबंध में।

Sub: Deputation in Regional Capacity Building & Knowledge Institute, Prayagraj- reg.

महोदय/महोदया,

Sir/Madam,

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, प्रयागराज में 'मूल-संकाय' के रिक्त 01 पद को प्रतिनियुक्ति के आधार पर DOPT, भारत सरकार द्वारा निर्धारित और समय-समय पर संशोधित नियमों और शर्तों के अधीन भरा जाना है। पद के लिए स्वीकार्यता और पात्रता मापदंड निम्नानुसार हैं: -

क्र. स.	पदनाम	संख्या व स्थिति	योग्यता/आवश्यकता
01.	मूल-संकाय (वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी)	01	<ol style="list-style-type: none">1. मूल संवर्ग में नियमित आधार पर वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी के पद पर कार्यरत हों या नियुक्ति पश्चात पांच वर्ष की सेवा करने वाले सहायक लेखापरीक्षा अधिकारी/सहायक लेखा अधिकारी हों।2. उम्मीदवार के पास फील्ड ऑडिट कार्य का अनुभव होना चाहिए और व्याख्यान देने की योग्यता होनी चाहिए।3. स्थापना मामलों सहित सामान्य पाठ्यक्रमों के लिए पाठ्यक्रम सामग्री, केस अध्ययन और संरचित प्रशिक्षण मॉड्यूल (एसटीएम) तैयार करने की क्षमता।4. उम्मीदवार आईटी वातावरण में कार्य करने के अनुकूल होना चाहिए।

Sh. D. Parashar
23/6/25

1. उक्त पद के लिए क्षे.क्ष.नि.एवं.जा.सं., प्रयागराज में प्रतिनियुक्ति हेतु इच्छुक अभ्यर्थियों के आवेदन उनके बायो-डाटा (संलग्न प्रोफॉर्मा में), प्रत्येक पृष्ठ पर विधिवत सत्यापित विगत 05 वर्षों के एपीएआर (2020-21 to 2024-25) की प्रमाणित प्रतियों और सतर्कता अनापति प्रमाण पत्र के साथ 20 जुलाई - 2025 या उससे पहले भेजे जा सकते हैं। यह प्रमाणित किया जाना चाहिए कि आवेदकों के खिलाफ कोई भी अनुशासनात्मक/ न्यायालय/ सतर्कता मामला लंबित अथवा अपेक्षित नहीं है। डाक में देरी से बचने के लिए योग्य उम्मीदवारों के आवश्यक दस्तावेजों को स्कैन कर संबंधित मूल कार्यालयों द्वारा ईमेल के माध्यम से भी प्रेषित किया जा सकता है।
2. चयनित अधिकारी क्षे.क्ष.नि.एवं.जा.सं., प्रयागराज में कार्य करते समय मौजूदा नियमों के तहत अपने मूल वेतन और प्रशिक्षण भत्ता के भुगतान के पात्र होंगे।
3. अधिकारियों के आवेदन उनके संबंधित मूल कार्यालय के माध्यम से सामान्य नियम एवं शर्तों के आधार पर अग्रेषित किए जायें। प्रतिनियुक्ति पर कार्यरत अधिकारियों को संस्थान में किसी भी पद पर आमेलित होने का अधिकार नहीं होगा।
4. क्षेत्र कार्यालयों द्वारा क्षे.क्ष.नि.एवं.जा.सं./आर.टी.सी. में अधिकारियों (प्रशासन और संकाय) के संवर्धन के लिए मुख्यालय द्वारा जारी परिपत्र संख्या 269/Trg.Div/42-A/2019 दिनांक 18.09.2019 एवं परिपत्र संख्या 11/Trg. Div./42-A/2023 दिनांक 02.05.2023 के माध्यम से प्रस्तुत विस्तृत निर्देशों का संदर्भ लिया जा सकता है। उक्त परिपत्र में दिए गए निर्देश नीचे पुनः अंकित किए गए हैं :-
(क) क्षेत्र कार्यालय क्षे.क्ष.नि.एवं.जा.सं./आरटीसी द्वारा जारी प्रतिनियुक्ति अधिसूचनाओं को सूचना पट्ट पर प्रदर्शित करेंगे तथा अधिसूचना का जवाब देने के लिए उचित समय देते हुए कर्मचारियों के बीच प्रसारित करेंगे।
(ख) क्षेत्र कार्यालय क्षे.क्ष.नि.एवं.जा.सं./आरटीसी द्वारा विज्ञापित पद के लिए अपने अधिकारियों से प्राप्त किसी भी आवेदन को रोके बिना सभी आवेदनों को संबंधित संस्थान/ केंद्र को अग्रेषित करेंगे।
(ग) चयन प्रक्रिया के पूर्ण होने पर, क्षेत्र कार्यालय क्षे.क्ष.नि.एवं.जा.सं./आरटीसी में शिक्षण/ प्रशासनिक कार्यों के लिए चयनित अधिकारियों को जल्द से जल्द कार्यमुक्त करने के लिए बाध्य होंगे।
(घ) क्षे.क्ष.नि.एवं.जा.सं., प्रयागराज के लिए प्रारंभिक प्रतिनियुक्ति अवधि 03 वर्ष के लिए होगी और उसके बाद उनकी उपयुक्तता और प्रशासनिक सुविधा के अधीन वार्षिक आधार पर बढ़ाई जाएगी। कार्य निष्पादन असंतोषजनक पाए जाने पर प्रतिनियुक्त अधिकारी को क्षे.क्ष.नि.एवं.जा.सं./आरटीसी किसी भी समय प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है।
5. भावी उम्मीदवार आवेदन करने से पहले कृपया सेवा शर्तों और कार्य आवश्यकताओं को ध्यान से पढ़ें, यह ध्यान दिया जाए कि एक बार क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, प्रयागराज में आवेदन भेजे जाने के बाद, इसे वापस नहीं लिया जा सकता है।
6. इस अधिसूचना की तिथि तक 56 वर्ष से कम आयु के अधिकारी ही आवेदन के पात्र होंगे।

7. मुख्यालय के परिपत्र क्रमांक 1-SS & R/2019 No. 1718- staff(S&R)/Misc./4A-2013 दिनांक 01.11.2019 के अनुसार मूल-संकाय हेतु वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी का एवं सहायक लेखापरीक्षा अधिकारी/सहायक लेखा अधिकारी का पद अंतर-परिवर्तनीय है। अतः यदि उपयुक्त वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी नहीं मिलता है तो इस पद के लिए सहायक लेखापरीक्षा अधिकारी/सहायक लेखा अधिकारी के आवेदन पर विचार किया जा सकता है।
8. क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, प्रयागराज किसी भी समय जारी विज्ञापन को बिना किसी पूर्व सूचना के निरस्त करने का अधिकार रखता है।
9. आवेदन पत्र स्वीकार किए जाने की अंतिम तिथि 20 जुलाई- 2025 होगी।

01 vacant post of 'Core-Faculty' in Regional Capacity Building & Knowledge Institute, Prayagraj, which is to be filled-up on deputation basis on usual terms and conditions as prescribed by DOPT, GoI and as amended from time to time. The admissibility and the eligibility criteria for the post are given below:-

Sr. No.	Designation	No. of Post	Eligibility/Requirement
1.	Core-Faculty (Sr. Audit Officer/ Sr. Accounts Officer)	01	<p>1. Holding Sr. Audit Officer/Sr. Accounts Officer Post on regular basis in the parent cadre or with five years' service rendered after appointment to the post of AAO regular basis in parent cadre.</p> <p>2. The candidate must have experience of field Audit work and should have aptitude to deliver lectures.</p> <p>3. Ability in preparation of course material, Case studies and Structured Training Modules (STMs) for General Courses including Establishment matters.</p> <p>4. The Candidate should be adept at working in IT Environment.</p>

1. Applications of candidates who are willing to be considered for deputation to RCB&KI, Prayagraj for the above post may be forwarded to this office on or before 20 July- 2025 along with their Bio-Data (Annexure enclosed), certified copies of APAR for the last 05 years (2020-21 to 2024-25) duly attested on each page and vigilance clearance certificate. It must be certified that no disciplinary/ court/ vigilance case is either pending or contemplated against the applicants. The documents of the eligible candidates may be scanned and sent by email by the respective Parent offices to avoid postal delay.
2. While working at RCB&KI, Prayagraj the selected officer will draw his/ her basic pay plus Training allowance, as applicable on his/her basic pay and as admissible under extant rules.

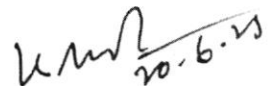
3. The applications of the Officers may be forwarded through their respective parent office on normal terms and conditions. The officers working on deputation basis will have no right for absorption at any post in the institution.
4. A reference is invited to Headquarters Circular No 269/Trg.Div/42-A/2019 dated 18.09.2019 and Circular No. 11/Trg. Div./42-A/2023 dated 02.05.2023 wherein detailed instructions to field offices on augmentation of staff (administration and Faculty) in RCB&KI/ 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&KI/RTCs 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 position advertised by RCB&KI/RTCs to Institute/Centre concerned without withholding any application.
 - C. On completion of selection process, the field offices shall obligatory relieve the selected officer(s) for teaching/ administrative assignments at the RCB&KI/RTCs at the earliest.
 - D. The initial deputation period to RCB&KI, Prayagraj will be for **three years** and will be extendable subject to his/her continued suitability and administrative convenience on yearly basis. The RCB&KI/ RTC however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.
5. Prospective candidates may please go through the service conditions and work requirements carefully before they apply. It may please be noted that once an application is sent to RCB&KI, Prayagraj, it may not be withdrawn.
6. Officer below the age of 56 years as on the date of this notification alone are eligible to apply.
7. As per headquarters Circular No. 1-SS&R/2019 No. 1718- Staff (S&R)/Misc./4A-2013 dated 01-11-2019 for faculty, Post of SAO are interchangeable into AAO and vice-versa. Therefore if suitable SAO is not available, application of Asstt. Audit Officer/Asstt. Accounts Officer may also be considered for the post.
8. Regional Capacity Building & Knowledge Institute, Prayagraj reserve the right to cancel this advertisement at any time without prior information.
9. The last date of accepting application will be **20 July- 2025**.

यह पत्र महानिदेशक महोदय द्वारा अनुमोदित है।

This issues with the approval of Director General.

संलग्न: बायोडाटा फॉर्म।

भवदीय



वरिष्ठ प्रशासनिक अधिकारी/सलाहकार

Annexure-1

ABSTRACT OF APARs FOR THE LAST FIVE YEARS UPTO 2024-25

(Year-wise APAR grading for the five years to be given)

S. No.	Name & Designation	2024-25	2023-24	2022-23	2021-22	2020-2021
1.						
2.						

It is certified that:

- (i) I have verified the grading from the Original APARs and found to be correct.

.....
DAG/DD/Sr. DAG/Director(Admn.)/Director(P)

O/o

Date:

Place:

Advertise No:

Date:

BIO-DATA FOR THE POST OF

1. Name	
2. Designation	
3. Date of Birth	
4. Permanent Address	
5. Qualification (i) Educational: (ii) Professional:	
6. Name of office to which the officer/official belongs (i) Parent office: (ii) Office in which working at present.	
7. Whether the officer belongs to SC/ST. If yes, please mention category.	
8. Date of entry into Govt. Service	
9. Date of entry in IA&AD	
10. Date of promotion on post as SAO/AAO	
11. Whether probation period completed or not	
12. Mobile number and officials email Id	
13. Present Pay Level and Pay	

14. Work Experience	
15. Proficiency in Computers (Details may be given)	
16. Details of Exam Passed	
17. Any other relevant details	

The information furnished above are correct to the best of my Knowledge.

Date:

Place:

(Signature of the Applicant)

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

Signature of the Head of Department (with Stamp)

महानिदेशक कार्यालय,
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान
हैदराबाद - 500004, तेलंगाना



Office of the Director General
Regional Capacity Building & Knowledge Institute
Hyderabad - 500004, Telangana

सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्र शासि /Deputation/2018/I-6/2025-26/ 63
दिनांक: 23.06.25

To
All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

विषय: Deputation Assignment at Regional Capacity Building & Knowledge Institute (RCB&KI), Hyderabad for filling up of one vacant post of Auditor/Accountant/Senior Auditor/Senior Accountant/Asst. Supervisor.

Sir/Madam,

One post of Auditor is vacant at the Regional Capacity Building & Knowledge Institute (RCB&KI), Hyderabad. This post will be filled on deputation basis. Auditors, Accountants, Senior Auditors, Senior Accountants, and Asstt. Supervisors in Pay Levels 5, 6, and 7 currently working in the IA&AD are eligible to apply for the post.

Applicants willing to apply for the vacant post shall possess the following:

- ❖ Experience in Administrative work, Bills, Office Establishment and Training related work.
- ❖ Knowledge of computers (MS Word, MS Excel)/IT skills, which is essential.
- ❖ Ability to coordinate/interact with the trainees and good communication skills. Officials with previous experience of working in RCBKIs/KCs in the capacity of Auditor/Accountant/Senior Auditor/Senior Accountant/Asstt. Supervisor will be preferred.

2. Application(s) of Auditor/Accountant/Senior Auditor/Senior Accountant/Asstt. Supervisor who are willing to be considered for deputation in RCB&KI, Hyderabad for the vacant post may be forwarded to this office on or before 17th July 2025 along with their Bio-Data (Annexure enclosed), certified copies of APAR for the last 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.


3. The term of deputation will be initially for a period of three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RCB&KI, Hyderabad, the selected official will draw his/her basic pay plus Deputation Allowance as applicable on his/her basic pay as admissible under extant rules.

Shri. O. Parag
23/6/25

4. SAS passed Auditor/Accountant/Senior Auditor/Senior Accountant/Asstt. Supervisor who are likely to be promoted as AAOs in the next three years need not apply.
5. Maximum age limit for appointment by deputation shall not exceed 56 years as on date of application for the post. The applications of the Officers/Officials working in the office on deputation basis on normal terms & conditions shall be forwarded through their respective Parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the Institution.
6. 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&KI/KCs 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&KI/KCs 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/KCs to the concerned Institute/Centre, without withholding any application;
 - c. On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RCB&KIs/RCB&KCs at the earliest.
 - d. The initial deputation period to RCB&KIs/KCs will be for 3 years and extendable on yearly basis thereafter. The RCB&KIs/KCs however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
7. However, clause at Sl.no 6 (b) regarding instructions to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/KCs "will not apply in case of applicants who have been reverted/repatriated in the last six (6) months from RCB&KIs/KCs to their parent offices".

This may please be noted before forwarding the applications.

This issues with the approval of the competent authority.


25/6/24
Senior Audit Officer/Administration

Encl: Biodata(Annexure)

Bio-Data (Annexure)

Photo

1.	Name in full (S/Sri/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 belongs (i) Parent Office (ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Date of entry in IA&AD	
11.	<i>Date of promotion as Auditor/ Accountant/ Sr Auditor/Sr Accountant/ Asstt., Supervisor</i>	
12.	Proficiency in Computers, Details may be given	
13.	Present Pay and Pay Level	
14.	Details of MACP/Financial upgradation/NFU (I, II or III), if any granted and date of grant of such pay upgradation	
15.	Mobile Number and official email ID	
16.	Experience and knowledge of working in Administration/ OE/ Logistics & Support/ Bills/ Training Section, if any (full details)	

Date:

Place:

(Signature of the applicant)

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

Signature of the Head of the Department (with Stamp)