

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-II), पश्चिमबंगाल
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/ 434

Dated: 05.08.2025

Enclosed please find following letters:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	LetterNo.73-RCB&KI/SHG/Deptn./1-1/2025-26/ Vol.XII/721 dated:04.08.2025 received from RCB&KI, Shillong regarding Filling up of one (01) vacant post of Junior Translator in RCB&KI, Shillong on deputation basis	25.08.2025
2.	LetterNo.73-RCB&KI/SHG/Deptn./1-1/2025-26/ Vol.XII/720 dated 04.08.2025 received from RCB&KI, Shillong regarding extension of date for receiving application. Previous circular in this regard was issued vide NS No. Admn.I/6-2/Deptn/XXVI(part.2)/2025-26/309 dated 18.06.2025	14.08.2025
3.	Letter No. Nil dated 02.08.2025 received from RCB&KI, Jaipur regrading filling up one (01) regular temporary vacant post of Junior Translator in RCB&KI, Jaipur on deputation basis.	22.08.2025
4.	Letter No. Admn/Audit/Legal Assistant/willingness/I.No.248 dated 05.08.2025 received from O/o the Accountant General (Audit-II), Maharashtra regarding filling up the one (01) post of Legal Assistant in O/o the Accountant General (Audit-II), Maharashtra on deputation basis	08.08.2025

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.

Digitally signed by
ASHUTOSH BISWAS
Date: 05-08-2025
17:44:56
Sr. Audit Officer/Admn.I

Copy to:

1. DAG/AMG-I (Admn & AS)

2. DAG/ AMG-II
3. DAG/ AMG-III
4. Sr. DAG/ AMG-IV
5. Secy. to the Pr. Accountant General (Audit-II), W.B.
6. Sr. Audit Officer/ ECPA cum Report(CIVIL)
7. Sr. Audit Officer/ ECPA cum Report(Commercial)
8. Sr. Audit Officer/ Admn.I & DAC
9. System Administrator/ EDP-SC
10. Sr. Audit Officer/Admn-II, III & CC
11. Sr. Audit Officer/Record & APCC
12. Sr. Audit Officer/ AMG-I (Audit)(C)
13. Sr. Audit Officer/ AMG-II (C)
14. Sr. Audit Officer/ AMG-III (C)
15. Sr. Audit Officer/ AMG-IV (C) & Technical Cell
16. Assistant Director (Official Language)/Hindi Cell
17. Assistant Audit Officer/ Admn.I for transmission through e-mail


Assistant Audit Officer/Admn.I

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान
लैकटेलेट कॉम्प्लेक्स, लेटुमख्राह,
शिलांग-793 003



REGIONAL CAPACITY BUILDING
AND KNOWLEDGE INSTITUTE
LACHATELETTE COMPLEX
LAITUMKHAH,
SHILLONG -793 003

संख्या/No. 73-RCB&KI/SHG/Deptn./1-1/2025-26/Vol.XII/ 721

04 AUG 2025
Date:04-08-2025

सेवा में/To

आईए एवं एडीके सभी विभागाध्यक्ष,
(मेलिंग सूची के अनुसार)।
All Heads of Departments of IA&AD,
(As per mailing list).

विषय: आरसीबीएंडकेआई, शिलांग में कनिष्ठ अनुवादक के एक (01) रिक्त पद को प्रतिनियुक्ति के आधार पर भरे जाने के संबंध में।

Subject: Filling up of one (01) vacant post of Junior Translator 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 vacant Regular Temporary post (01) of Junior Translator on deputation basis.

1. Submission of Applications

Applications should be forwarded to this office on or before 02.09.2025, along with:

- Bio-Data (Annexure – I).
- Certified copies of APARs for the last five years, duly attested on each page.
- Vigilance Clearance Certificate, certifying that no disciplinary, court, or vigilance case is 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.

2. Term & Remuneration

- The term of deputation will be initially upto 28.02.2026, 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.

3. Eligibility & Age Limit

- The maximum age for appointment by deputation shall not exceed 56 years as on date of application.

Sh. R. Ramjan
4/8/25

- b. The officials working on deputation shall not have the right for absorption in any post in the Institution.
- c. 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).

4. Compliance with Headquarters Circular

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:

- a. 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.
- b. 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.
- c. 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.
- d. The RCB&KI, Shillong reserve the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

5. Restriction on Reapplications

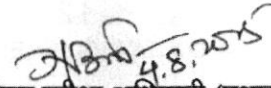
Clause 5(b) regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/RCB&KCs will not apply in case of applicants who have been reverted/repatriated in the last six (06) months from RCB&KIs/RCB&KCs to their parent offices as per Hqrs' Circular No. 398/Trg.Div/42A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.

यह महानिदेशक की अनुमोदन से जारी किया जाता है।

This issues with the approval of Director General.

Yours faithfully,

Encl: As stated above.


वरिष्ठ लेखा परीक्षा अधिकारी (प्रशासन)
Senior Audit Officer (Admn)

Phone: 0364-222-2594

Email: rtishillong@cag.gov.in

APPLICATION FOR THE POST OF JUNIOR TRANSLATOR

1.	Name in full (Shri./Smt./Ms./Kum.)	
2.	Present Post held	
3.	Date of entry into Govt. Service	
4.	Date of entry into IA&AD	
5.	Office to which the applicant belong i. Parent Office ii. Present Office	
6.	Date of Birth	
7.	Qualifications: i. Educational ii. Professional	
8.	Permanent Address	
9.	Present Address	
10.	Date of Joining/ Promotion to the current cadre	
11.	Present Pay and Pay Level	
12.	Whether belonging to SC/ST	
13.	Experience Profile ¹	
14.	Proficiency in computer, details may be given ¹	
15.	Mobile Number & official email ID	
16.	Any other relevant details ¹	

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)

¹ Separate annexure may be attached

Annexure II

ABSTRACTS OF APARs/ ACRs FOR THE LAST FIVE YEARS UP TO 2024-25

(Year-wise APAR grading for the five* years to be given in respect of each official)

Sl. No.	Name & Designation	2024-25	2023-24	2022-23	2021-22	2020-21
1						
2						
3						
4						
5						

** If any of the APARs of the recommended Officer are not available for any of the above period, the grading for the previous period may be given in the above Annexure.*

Indicate numerical grading's only

It is certified that:

- (i) I have verified the grading from the original APARs and found to be correct.
- (ii) No vigilance or disciplinary case is either pending or contemplated against the above Officer/Officials. No major/minor penalty has been imposed on the above Officers/Officials in the past.

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

O/o-----

Place-----

Date:

A-1) Inward) 419
dt: 04/08/2025

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान
लैकटेलेट कॉम्प्लेक्स, लेटुमख्राह,
शिलांग-793 003



SUPREME AUDIT INSTITUTION OF INDIA
सर्वोच्च न्यायिक संस्थान
Dedicated to Truth & Public Interest

REGIONAL CAPACITY BUILDING
AND KNOWLEDGE INSTITUTE
LACHATELETTE COMPLEX
LAITUMKHAH,
SHILLONG -793 003

संख्या/No. 73-RCB&KI/SHG/Deptn./1-1/2025-26/Vol.XII/ 720

04 AUG 2025
Date: 04-08-2025

सेवा में/To

आईए एवं एडीके सभी विभागाध्यक्ष,
(मेलिंग सूची के अनुसार)।
All Heads of Departments of IA&AD,
(As per mailing list).

विषय: आरसीबीएंडकेआई, शिलांग में विभिन्न रिक्त पदों को प्रतिनियुक्ति के आधार पर भरे जाने हेतु
आवेदन की अंतिम तिथि के विस्तार के संबंध में।

Subject: Extension of last date of application for various vacant
posts on deputation basis in RCB&KI, Shillong.

महोदय/ महोदया,
Sir/Madam,

In inviting a reference to this office circular No. 73-RCB&KI/SHG/Deptn./1-1/2023-24/Vol.XII/419 dated 17.06.2025 regarding filling up of various vacant posts on deputation basis, this is to inform that the last date for forwarding of applications of willing candidates has been extended up to 22.08.2025.

यह महानिदेशक की अनुमोदन से जारी किया जाता है।

This issues with the approval of Director General.

भवदीय,

Encl: Circular dated 17.06.2025.

वरिष्ठ लेखा परीक्षण अधिकारी (प्रशासन)

Senior Audit Officer (Administration)

Phone: 0364-222-2594

Email: rtishillong@cag.gov.in

Sh. R. Ranjan, AG
04/08/25

क्षेत्रीय क्षमता निर्माण एवं ज्ञान
संस्थान
लैकटेलेटे कॉम्प्लेक्स, लेटुमख्राह,
शिलांग-793 003



REGIONAL CAPACITY
BUILDING AND KNOWLEDGE
INSTITUTE
LACHATELETTE COMPLEX
LAITUMKHRAH,
SHILLONG -793 003

संख्या/No. 73-RCB&KI/SHG/Deptn./1-1/2023-24/Vol.XII/ 419

17 JUN 2025

सेवा में/To

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 vacant Regular Temporary posts on deputation basis as enclosed in **Annexure – I**.

1. Submission of Applications

Applications should be forwarded to this office **on or before 30.07.2025**, along with:

- Bio-Data (**Annexure – II**).
- Certified copies of APARs for the last five years, duly attested on each page. (**Annexure – III**)
- Vigilance Clearance Certificate, certifying that no disciplinary, court, or vigilance case is pending or contemplated against the applicant.

The required documents of the eligible candidates may be scanned and sent by email (rtishillong@cag.gov.in) by the respective parent offices to avoid postal delay.

2. Term & Remuneration

- The term of deputation for Sl. 1, 2, 4 and 5 in Annexure – I (*enclosed*) will be initially for a period of 03 (three) years.
- The term of deputation for Sl. No. 3 in Annexure – I (*enclosed*) will be upto **28.02.2026**, 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/ Training Allowance under extant rules and regulations.

3. Eligibility & Age Limit

- a) The maximum age for appointment by deputation shall not exceed 56 years as on date of application.
- b) The officials working on deputation shall not have the right for absorption in any post in RCB&KI, Shillong.
- c) 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).

4. Compliance with Headquarters Circular

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:

- a) **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.**
- b) 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.
- c) 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.
- d) RCB&KI, Shillong reserves the right to repatriate a deputationist at any time if his/ her performance is found unsatisfactory.

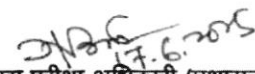
5. Restriction on Reapplications

Clause 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 Headquarters' 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.

Yours faithfully,

Encl: As stated above.


वरिष्ठ लेखा परीक्षा अधिकारी (प्रशासन)
Senior Audit Officer (Admn)

ANNEXURE – I

- I. NAME OF THE POST : Assistant Audit Officer (Admin)**
- i. NO. OF POST : 01 (One)**
- ii. PURPOSE : To handle the Administration related work.**
- iii. REQUIREMENTS :**
- a) Holding analogous post on regular basis.
 - b) At least two years' experience in Administration/ Establishment.
 - c) Working knowledge of MS Office (Word, Excel, PowerPoint).
 - d) Working knowledge of e-office.
 - e) Knowledge of:
 - (i) iBEMS (Integrated Budget & Expenditure Monitoring System).
 - (ii) PFMS (Public Financial Management System).
 - (iii) TA/DA and bill processing.
 - (iv) Tendering and Procurement Rules (GFR 2017).
 - (v) Hospitality and other Establishment matters.
 - (vi) Good interpersonal and communication skills for administrative correspondence.
- II. NAME OF THE POST : Assistant Audit Officer (CKR)**
- i. NO. OF POST : 01 (One)**
- ii. PURPOSE : To handle Central Knowledge Repository related work.**
- iii. REQUIREMENTS :**
- a) Holding analogous post on regular basis.
 - b) Working knowledge of MS Office (Word, Excel, PowerPoint).
 - c) Working knowledge of e-office systems.
 - d) Experience in at least one of the fields of Autonomous District Councils, Works Audit and Procurement.
 - e) Interest in Research, writing Research Papers and Knowledge building.
- III. NAME OF THE POST : FHD (OIOS)**
- i. NO. OF POST : 01 (One)**
- ii. PURPOSE :**
- i. NO. OF POST :** (The post will be interchangeable between AAO and SAO.)
 - ii. PURPOSE :** The AAO/Sr.AO shall be responsible for support capacity building, handholding and as functional

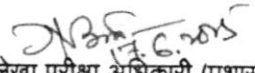
- III. NAME OF THE POST : FHD (OIOS)**
- OIOS helpdesk for CAG HQ, Field offices and Branch offices
- iii. REQUIREMENTS**
- a) Holding analogous post on regular basis.
 - b) SAO/ AAO with wide exposure to audit and comfortable in using IT Audit systems.
 - c) Specialized technical qualification in computer is highly desirable.
- IV. NAME OF THE POST : Sr. Accountant/ Sr. Auditor/ Accountant/ Auditor**
- i. NO. OF POST 01 (One)**
- To support the administrative, and training operations of the institute through their procedural knowledge, and experience in government rules and systems.
- ii. PURPOSE**
- iii. REQUIREMENTS**
- a) Holding analogous post on regular basis in the parent cadre.
 - b) Working knowledge of MS Office (Word, Excel, PowerPoint).
 - c) Working knowledge of e-office systems.
 - d) Working Knowledge in Administrative related work and Establishment matters.
 - e) Good interpersonal and communication skills for administrative correspondence.
 - f) Knowledge of:
 - (i) iBEMS (Integrated Budget & Expenditure Monitoring System).
 - (ii) PFMS (Public Financial Management System).
 - (iii) Pay bills, TA/DA bills, GPF advances, Arrear bills, Children Education Allowance, etc.
 - (iv) Tendering and Procurement Rules (GFR 2017).
 - (v) Hospitality and other Establishment matters.
 - g) Good interpersonal and communication skills for administrative correspondence.

V. NAME OF THE POST**: Private Secretary****i. NO. OF POST****01 (One)**

To serve as the confidential assistant to the Director General/ Principal Director and to manage correspondences, ensure confidentiality, and help prepare official communication, DO letters, and briefings.

ii. PURPOSE**iii. REQUIREMENTS**

- a) Holding analogous post on regular basis in the parent cadre.
- b) Working knowledge of e-office.
- c) Working Knowledge in Administrative related work.
- d) Having expertise in use of MS Office software as well as good knowledge of typing and shorthand.
- e) Good interpersonal and communication skills for administrative correspondence.


वरिष्ठ लेखा परीक्षा अधिकारी (प्रशासन)
Senior Audit Officer (Admn)

ANNEXURE - II**APPLICATION FOR THE POST OF ASSISTANT AUDIT/ACCOUNTS OFFICER/
PRIVATE SECRETARY/ SR. ACCOUNTANT/ SR. AUDITOR/ACCOUNTANT/
AUDITOR**

1.	Name in full (Shri./Smt./Ms./Kum.)	
2.	Present Post held	
3.	Date of entry into Govt. Service	
4.	Date of entry into IA&AD	
5.	Office to which the applicant belong i. Parent Office ii. Present Office	
6.	Date of Birth	
7.	Qualifications: i. Educational ii. Professional	
8.	Permanent Address	
9.	Present Address	
10.	Date of Joining/ Promotion to the current cadre	
11.	Present Pay and Pay Level	
12.	Whether belonging to SC/ST	
13.	Experience Profile ¹	
14.	Proficiency in computer, details may be given ¹	
15.	Mobile Number & official email ID	
16.	Any other relevant details ¹	

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)

¹ Separate annexure may be attached

Annexure III**ABSTRACTS OF APARs/ ACRs FOR THE LAST FIVE YEARS UP TO 2024-25 or
2023-24**

(Year-wise APAR grading for the FIVE* years to be given in respect of each official)

Sl. No.	Name & Designation	2024-25 ²	2023-24	2022-23	2021-22	2020-21	2019-20
1							
2							
3							
4							
5							

** If any of the APARs of the recommended Officer are not available for any of the above period, the grading for the previous period may be given in the above Annexure.*

Indicate numerical grading's only

It is certified that:

- (i) *I have verified the grading from the original APARs and found to be correct.*
- (ii) *No vigilance or disciplinary case is either pending or contemplated against the above Officer/Officials. No major/minor penalty has been imposed on the above Officers/Officials in the past.*

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

O/o-----

Place-----

Date:

² *If APAR for 2024-25 is available, the same may be provided and 2019-20 may be ignored.*



भारतीय लेखापरीक्षा एवं लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर

Regional Capacity Building and Knowledge Institute, Jaipur



सेवा में,

समस्त विभागाध्यक्ष,

भारतीय लेखा एवं लेखा परीक्षा विभाग के समस्त कार्यालय,

विषय :- संस्थान में कनिष्ठ अनुवादक की एक (01) नियमित अस्थायी रिक्त पदों को प्रतिनियुक्ति के आधार पर भरे जाने के संबंध में

Subject: - Regarding the filling of one (01) regular temporary vacant post of Junior Translator on deputation basis.

महोदय/महोदया Sir/Madam,

A reference is cited to Headquarters' office letter No: 749/Staff-S&R/CC/131 (A)-2013 dated 23.07.2025 regarding the subject mentioned above. In view of this, Applications are invited to fill up the below mentioned posts in Regional Capacity Building & Knowledge Institute, Jaipur on deputation basis through proper channel (duly forwarded with approval of the cadre controlling officer).

उपर्युक्त विषय के संबंध में मुख्यालय कार्यालय के पत्र संख्या 749/स्टाफ-एस एंड आर/सी.सी./131 (A)-2013 दिनांक 23-07-2025 के संदर्भ में, क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर में प्रतिनियुक्ति के आधार पर नीचे उल्लिखित पदों को भरने के लिए उचित माध्यम (कैंडर नियंत्रण अधिकारी की मंजूरी के साथ विधिवत अग्रेषित) से आवेदन आमंत्रित किए जाते हैं।

S.No./ क्र.सं.	Post/पद	No of Post/ पदों की संख्या	Eligibility/Requirement योग्यता/आवश्यकता
1	Junior Translator कनिष्ठ अनुवादक	01 (एक)	<ul style="list-style-type: none">Holding analogous post on regular basis.नियमित आधार पर समरूप पद पर कार्यरत होAt least two years' experience in Rajbhasha/Translatic related work.राजभाषा/अनुवाद संबंधित कार्य मे कम से कम दो वर्ष का अनुभवProficient in MS Office & e-office.एमएस ऑफिस और ई-ऑफिस में प्रवीणताKnowledge of Kanthasth & Bhashiniकंठस्थ और भाषिनी का ज्ञानAbility to handle hindi reports, hindi translation, Rajbhasha related work, and other Rajbhasha/Admin

			<p>matters</p> <ul style="list-style-type: none"> हिंदी रिपोर्ट, हिंदी अनुवाद और राजभाषा संबंधी ज्ञान, अन्य राजभाषा/ प्रशासन सम्बन्धी मामलों को संभालने की क्षमता
--	--	--	--

All the IA&AD offices are requested to follow the instructions of the Headquarters circular Hqrs circular no. 11/Trg. Div./42-A/2023, dated 02.05.2023 and No. 398/Trg. Div./42-A/2019, dated: 14.07.2020. सभी कार्यालयों से अनुरोध है कि मुख्यालय के परिपत्र सं. 11/Trg. Div./42-A/2023, दिनांक 02.05.2023 तथा No. 398/Trg. Div./42-A/2019, दिनांक 14.07.2020 के निर्देशों की पालना करें।

Terms of deputation & selection process:

1. The deputation period initially up to **28.02.2026** which extendable subject to willingness of the employee and at the discretion of the competent authority. However, the Regional Capacity Building & Knowledge Institute, Jaipur reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

प्रारम्भिक प्रतिनियुक्ति अवधि दिनांक 28.02.2026 तक रहेगी | जिसे मुख्यालय की अनुमति से वार्षिक आधार पर कर्मचारी की इच्छा और प्राधिकारी के विवेक पर आगे बढ़ाई जा सकती है। हालाँकि, अगर प्रतिनियुक्त कर्मचारी का प्रदर्शन (performance) असंतुष्ट पाया जाता है तो क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर को उसको वापिस भेजने का अधिकार होगा।

2. 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 the 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.

प्रतिनियुक्ति पर नियुक्ति के लिए अधिकतम आयु आवेदन की तिथि को 56 वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति के आधार पर कार्यरत अधिकारियों को संस्थान में किसी भी पद पर समावेश होने का अधिकार नहीं होगा। कार्यालय में सामान्य नियम एवं शर्तों पर प्रतिनियुक्ति के आधार पर कार्यरत अधिकारियों के आवेदन उनके संबंधित मूल कार्यालय के माध्यम से अग्रेषित किये जायेंगे।

3. The application of officials willing to serve in Regional Capacity Building & Knowledge Institute, Jaipur in the above-mentioned capacity may kindly be forwarded along with the following documents **latest by 31.08.2025**.

उपर्युक्त कार्यक्षमता अनुसार क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर में सेवा देने के इच्छुक अधिकारियों के आवेदन को निम्नलिखित दस्तावेजों के साथ कृपया दिनांक 31.08.2025 तक भेजें।

- I. Particulars of applicant/Bio-data (Annexure enclosed).

आवेदक / बायो-डेटा (संलग्न) के विवरण।

- I. Vigilance clearance Certificate: It may be certified that no Disciplinary/Court/Vigilance case is pending or contemplated against the applicant.

सतर्कता मंजूरी प्रमाण पत्र : यह प्रमाणित किया जा सकता है कि आवेदक के खिलाफ कोई अनुशासनात्मक / न्यायालय / सतर्कता का मामला लंबित या विचाराधीन नहीं है ।

- I. Attested copies of ACRs/APARs dossier for the last 5 years i.e (Year 2024-25, 2023-24, 2022-23, 2021-22 & 2020-21).

पिछले 5 वर्षों के लिए ACRs/APARs dossier की सत्यापित प्रतियाँ। i.e.(वर्ष 2024-25, 2023-24, 2022-23, 2021-22 & 2020-21).

- I. Name of only those candidates be recommended who can be relieved immediately on selection.

केवल उन्हीं अभ्यर्थियों के नाम की अनुशंसा करे जिन्हें चयन पर तुरंत कार्यमुक्त किया जा सकता है।

This issues with the approval of the Director General.

यह महानिदेशक महोदय द्वारा अनुमोदित है ।

Yours faithfully/भवदीय
हस्ता/

Sr. Administrative Officer (Admn)/
वरिष्ठ प्रशासनिक अधिकारी/प्रशा.

ए. जी. कॉलोनी, बजाज नगर, जयपुर – 302015
A.G. Colony, Bajaj Nagar, Jaipur – 302015
दूरभाष / Tel.: 0141-2704709, फैक्स / Fax: 0141-2702927
ई-मेल / E-mail: rtijaipur@cag.gov.in, वेबसाइट / Website : <https://cag.gov.in/rti/jaipur/en>

Digitally signed by
Bhagwan Dass
Date: 02-08-2025
16:46:10

Application for the post of Junior Translator

1.	Name of full(S/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 belongs i) Parent Office ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
	Details of exams passed (SAS/Hindi incentive exam. & Others)	
10.	Post & Date of entry into IA&AD	
	i) Post (from.....to.....)	
	ii) Post (from.....to.....)	
	iii) Post (from.....to.....)	
11.	Whether probation period complete or not	
12.	Present Pay Level and Pay	
13.	Proficiency in computers, Details may be given	

14.	Mobile Number and official email ID	
15.	Work experience	
16.	Any other relevant details	

Date:

Place:

(Signature of Applicant)

ABSTRACTS OF APARs/ ACRs FOR THE LAST FIVE YEARS UP TO 2024-25

(Year-wise APAR grading for the five* years to be given in respect of each official)

Sl No.	Name & Designation	2024-25	2023-24	2022-23	2021-22	2020-21
1						
2						
3						
4						
5						

** If any of the APARs of the recommended Officer are not available for any of the above period, the grading for the previous period may be given in the above Annexure.*

Indicate numerical gradings only

It is certified that:

- (i) I have verified the grading from the original APARs and found it to be correct
- (ii) No vigilance or disciplinary case is either pending or contemplated against the above Officer/Officials. No major/minor penalty has been imposed on the above Officers/Officials in the past.

.....

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

O/o-----

Place-----

Date:

Admn-1 | In Word | 423
dt: 05/08/2025

कार्यालय महालेखाकार (लेखापरीक्षा-II), महाराष्ट्र, नागपुर
**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II),
MAHARASHTRA, NAGPUR**

No. Admn/Audit/Legal Assistant/willingness/

Date : /08/2025

परिपत्र / CIRCULAR-16

मुख्यालय कार्यालय के पत्र क्रमांक 76-कर्मचारी(App)-I/19-2022/Vol.II दिनांक 04/02/2025 के अनुसरण में, इस कार्यालय में विधिक सहायक का 01 (एक) पद प्रतिनियुक्ति के आधार पर भरा जाना है।

इस पद के साथ प्रतिनियुक्ति भत्ते के रूप में वित्तीय प्रोत्साहन जुड़ा हुआ है।

IA & AD के तहत कार्यालयों के पात्र सलेपअ, पर्यवेक्षक, सहायक पर्यवेक्षक, वरिष्ठ लेखा परीक्षक और लेखा परीक्षक, जो उक्त पद पर कार्य करने के इच्छुक हैं, उन्हें अपनी इच्छा इस कार्यालय को 18/08/2025 तक ई-मेल के माध्यम से agaumaharashtra2@cag.gov.in पर सूचित करनी होगी। इच्छा प्रपत्र और बायो-डेटा के प्रोफार्मा के साथ पात्रता मानदंड इस परिपत्र के साथ अलग से संलग्न हैं। उक्त प्रतिनियुक्ति मुख्यालय के पत्र क्रमांक 60-स्टाफ (ऐप)-I/14-2023 दिनांक 27/01/2025 (संलग्न) द्वारा जारी दिशानिर्देशों के सख्त अनुपालन में होंगी।

In pursuance of Hqrs office letter no. 76-Staff(App)-I/19-2022/Vol.II dated 04/02/2025, 01 (one) post of Legal Assistant is to be filed in this office on deputation basis.

A financial incentive in the form of deputation allowance is attached with this post.

The eligible AAO, Supervisors, Assistant Supervisors, Sr. Auditors and Auditors from offices under IA & AD who are willing to officiate on the said post have to communicate his/her willingness to this office latest by 18/08/2025 through e-mail at agaumaharashtra2@cag.gov.in. The Eligibility criteria alongwith willingness form and proforma of Bio-Data is enclosed separately with this circular. The said deputation will strictly follow the guidelines issued vide Hqrs letter No. 60-Staff (App)-I/14-2023 dated 27/01/2025 (attached).

(Authority : Dy.Accountant General/Admn's orders dated 17/06/2025)

Sr. Audit Officer/Admn.

Date: 05/08/2025

No. Admn/Audit/Legal Assistant/willingness/I.No. 2 ५४

Copy for information and necessary action to :

1. All Heads of Departments (IA&AD)
2. All Group Officers
3. Sr. AO/IT Audit (for uploading on web site for wide publicity), OE-II (to display on notice board)
4. All sections

Sr. R. Ram/Admn.
5/8/25

**Willingness for appointment to the post of Legal Assistant in O/o the
Accountant General (Audit-II), Maharashtra, Nagpur**

I, _____ is willing for my
appointment as Legal Assistant in the O/o Accountant General (Audit-II),
Maharashtra, Nagpur.

I understand, deputation allowance as financial incentive is attached to this
post.

Signature : _____

Name : _____

Designation : _____

Section : _____

Mobile No. : _____

Date : _____

Bio-Data

Post Applied for :

1.	Name	:	
2.	Post Held	:	
3.	Date of Birth	:	
4.	Qualification i) Educational ii) Professional (Law Degree)	:	
5.	Office to which applicant belongs i) Parent office ii) Present office	:	
6.	Date of entry into IA&AD	:	
7.	Date of promotion to the resent post	:	
8.	Details regarding work experience in legal section	:	
9.	Present pay Band and Pay level	:	
10.	Mobile No. and official Mail ID	:	
11.	Any other relevant details	:	

Date : / /

Place :

Signature of applicant

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

Signature of Head of the office (with stamp)

Guidelines for operating posts of Legal Assistant in the filed offices for dealing with legal matters

From : Sanjay Kumar <saoapp@cag.gov.in>

Tue, Feb 04, 2025 02:56 PM

Subject : Guidelines for operating posts of Legal Assistant in the filed offices for dealing with legal matters

1 attachment

To : AG AE Kerala Thiruvananthapuram

<agaekerala@cag.gov.in>, AG AE Bihar Patna <agaebihar@cag.gov.in>, PAG AE Haryana <agaeharyana@cag.gov.in>, PAG AE KARNATAKA <agaekarnataka@cag.gov.in>, PAG AE Tamilnadu Chennai <agaetamilnadu@cag.gov.in>, agaepunjab <agaepunjab@cag.gov.in>, AG AE II Maharashtra Nagpur <agaemaharashtra2@cag.gov.in>, AG AE II Madhya Pradesh Gwalior <agaemadhyapradesh2@cag.gov.in>, AG HP <agaehimachalpradesh@cag.gov.in>, AG AE Jharkhand Ranchi <agaeharkhand@cag.gov.in>, AG AE WEST Bengal <agaewestbengal@cag.gov.in>, AG AE J and K <agaejammukashmir@cag.gov.in>, AG AE Assam <agaessam@cag.gov.in>, AG AE I Maharashtra Mumbai <agaemaharashtra1@cag.gov.in>, PAG(A&E)-1, Uttar Pradesh, Allahabad <agaeuttarpradesh1@cag.gov.in>, AG AE II Uttar Pradesh Allahabad <agaeuttarpradesh2@cag.gov.in>, AG AE Odisha <agaeorissa@cag.gov.in>, PAG AE VIJAYAWADA <agaehandhrapradesh@cag.gov.in>, AG AE Chhattisgarh Raipur <agaechhattisgarh@cag.gov.in>, AG AE, Manipur, Imphal <agaemanipur@cag.gov.in>, AG Audit I Kerala <agaukerala1@cag.gov.in>, PAG Audit I UP Allahabad <agauuttarpradesh1@cag.gov.in>, PAG AUDIT TELANGANA <agautelangana@cag.gov.in>, AG AUDIT PUNJAB <agauPunjab@cag.gov.in>, PAG Audit I Madhya pradesh <agauMadhyapradesh1@cag.gov.in>, AG Audit Bihar Patna <agaubihar@cag.gov.in>, AG AE Uttarakhand Dehradun <agaeuttarakhand@cag.gov.in>, A.G.Audit.II.Rajasthan Jaipur <agaurajasthan2@cag.gov.in>, PAG Audit I Rajasthan Jaipur <agaurajasthan1@cag.gov.in>, AG AE Rajasthan Jaipur <agaerajasthan@cag.gov.in>, PRINCIPAL ACCOUNTANT GENERAL GSSA CHENNAI <agauTamilnadu1@cag.gov.in>, PAG AE I Madhya Pradesh Gwalior <agaemadhyapradesh1@cag.gov.in>, PAG AUDIT JHARKHAND <agauJharkhand@cag.gov.in>, DGA CENTRAL KOLKATA <pdacentralkolkata@cag.gov.in>, PAG Audit

Sh. Prasad
07/02/25

CAG-407
07/02/25

AG
06.02.25

Pl. p.m. by
14.02.25

Gokuln
07/02/25

महालेखाकार (लेखापरीक्षा)
द्वितीय सचिवालय में
6 FEB 2025
को प्राप्त हुआ।
ए.जी. (CAG) 1071

व.उप-महालेखाकार (प्र.) सचिवालय
में प्राप्त
SAG/Adm
06 FEB 2025
Received
Sr. Dy. Accountant General (Adm.)
CAG(A)/CAG/853

Jammu and Kashmir and Ladakh
<agauJammukashmir@cag.gov.in>, PAG AU, HP,
Shimla <agaumachalpradesh@cag.gov.in>, A.G
(A&E) Tripura <agaetripura@cag.gov.in>, Director
General of Audit Finance And Communication Delhi
<pdafincom@cag.gov.in>, PAG Audit AP VIJAYAWADA
<agauAndhrapradesh2@cag.gov.in>, AG AE,
Nagaland, Kohima <agaeNagaland@cag.gov.in>, AG
Audit II Maharashtra Nagpur
<agaumaharashtra2@cag.gov.in>, AG AE Gujarat
Rajkot <agaegujarat@cag.gov.in>, PAG AU Haryana
Chandigarh <agauHaryana@cag.gov.in>, PAG Audit I
Karnataka Bengaluru <agaukarnataka1@cag.gov.in>

Cc : Sumit Kumar <kumarsumeet@cag.gov.in>, Sanjay
Kumar <saoapp@cag.gov.in>, Prashant Sharma
<aaoapp@cag.gov.in>

Madam/Sir,

Please find attached letter no. 76-Staff (App)-I/19-2022/Vol. II dated 04.02.2025 on the subject cited above for further necessary action at your end.

Regards,

Sanjay Kumar
Sr.AO
Staff App - I,
O/o the C&AG of India, New Delhi



— **76-Staff (App)-I-19-2022-Vol-II.pdf**
965 KB

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



No. 76 --Staff (App)-I/19-2022/Vol.II
OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE _____

04.02.2025

To

1. All the Heads of Department in IA&AD (As per list attached)
2. Director General (HQ)

Subject: Guidelines for operating posts of Legal Assistant in the field offices for dealing with Legal Matters.

Sir / Madam,

With reference to the newly created post of Legal Assistants in the field offices of IA&AD, the following guidelines are issued regarding eligibility criteria, manner of appointment, job description, incentives, etc for further necessary action :-

I. Criteria and Eligibility for the post of Legal Assistant

Post	Feeder Cadre	Criteria	Eligibility
Legal Assistant	AAO/ Supervisor	Field offices may preferably designate from the in-house strength or may take on deputation an AAO/Supervisor who can manage to handle legal cases.	Work experience of 03 years in legal section. Law degree is preferable qualification.
	Auditor/Sr. Auditor/Asstt. Supervisor	In case of non-availability of AAO/Supervisor, the field offices may designate from the in-house strength or may take on deputation an Auditor/ Sr. Auditor/ Asstt. Supervisor who is suitable to handle legal cases.	Law degree is mandatory. Work experience of 03 years in Legal section is preferable qualification

II. Manner of Appointment:

Field offices may notify and invite applications from the eligible officials (Auditor/Sr. Auditor/Asstt. Supervisor/Supervisor/AAO) from in-house strength or on deputation within IA&AD. A financial incentive in the form of deputation allowance may be allowed to incentivize the officials.

III. Job Description:

1. Prepare case briefs and para-wise comments and liaise with counsel in preparing draft Plaints.
2. Ascertain from concerned government counsel the details of the cases against the department listed for hearing on the following dates and attend the Court/CAT with the government counsel on the dates fixed for such hearing.
3. Monitor the progress of each case personally, record the outcome of the hearings, and update the status in LIMBS portal.
4. Maintain Registers of court cases, cases allotted to empaneled counsel, fee paid to counselors and their performance, and submit monthly/quarterly reports regularly.
5. Procure the certified copy/obtain a copy of the judgment as soon as the judgment is pronounced and obtain the opinion of the government counsel to defend the case in writing with regard to the feasibility or otherwise of filing CWP/SLP or Review Petition and forward the same to the Headquarters office and watch acknowledgment.
6. Meet the requirement of counsels in respect of discussions and production of documents.
7. Scrutinize legal fee bills and monitor payments are made timely.
8. Assist the Sr. AOs/ Group Officers in timely conduct of periodical review of empanelled advocates.

IV. Deputation guidelines issued vide HQrs. letter No. 60-Staff(App)-I/14-2023 dated 27.01.2025 shall be strictly adhered to.

Yours faithfully,

25/1/25
(Sumeet Kumar)

Assistant Comptroller & Auditor General (N)- I