

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/ 544

Dated: 20.08.2025

Enclosed please find following letters:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No.: Admn.1/2-18/2025-26/2048-2052 received from O/o the Accountant General (A&E), Assam regarding filling up the post of Welfare Assistant (Level 8) in O/o the Accountant General (A&E), Assam on deputation basis.	04.09.2025
2.	Letter No.: RCB&KI/J/A/Dep/2025-26/262 dated: 19.08.2025 received from RCB&KI, Jammu regarding filling up the post of Sr. Administrative Officer (Core faculty-IT), Assistant Audit/Accounts Officer (Administration), Assistant Supervisor, Sr. Auditor/Sr. Accountant/Auditor/Accountant and Clerk in RCB&KI, Jammu on deputation basis.	26.08.2025

Branch officers concerned are requested to bring the contents of the above letters to the notice of the 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: 20-08-2025
10:00:09

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)

A-1/InWord/480
dt: 11/08/2025



भारत सरकार
GOVT. OF INDIA
महालेखाकार (ले. एवं ह.) का कार्यालय, असम
OFFICE OF THE ACCOUNTANT GENERAL (A&E)
ASSAM
मैदामगांव, बेलतला, गुवाहाटी - 781 029
MAIDAMGAON, BELTOLA, GUWAHATI - 781 029



Admn.1 Circular No: 17

Dated: 13-08-2025

CIRCULAR

Applications are invited from the willing officials for the post of Welfare Assistant (on deputation) in this office in the pay scale of Rs. 9300-34800 (Level-8) under (Revised Pay) Rules, 2016 on the following conditions and eligibility:

ELIGIBILITY CRITERIA

- a) (i) Officials holding analogous posts on regular basis in the present cadre or department.
Or
ii) Asstt. Supervisor (Accounts/Audit) (Level-7) and Sr. Accountant / Sr. Auditor with three years service in the pay level-6 or equivalent in the present cadre or department and
- b) Possessing three years experience in the field of welfare or community activities, Housekeeping, Sports and Cultural activities, Personnel Administration including settlement of claims etc.
- c) Maximum age limit shall not exceed 56 years as on closing date of receiving applications.
- d) This is an ex-cadre post and not promotion to the post, as such crucial date to determine eligibility shall be in the date on which applications have been called for selection for the post of Welfare Asstt.

OTHER CONDITIONS

- a) Deputation to the post, initially will be for one year, which may be extended up to maximum three years subject to continued suitability.
- b) Period of deputation including period of deputation to another ex-cadre post held immediately proceeding this appointment in same or some other organization shall ordinarily not to exceed three years.
- c) The selected candidate will be eligible to draw deputation(Duty) Allowance or the scale of the post in terms of Department of Personnel & Training O. M. No. 6/8/2009 Estt(Pay) 1) dated 17.06.2010

The application of willing and eligible officials, who are clear from vigilance and disciplinary angle and who can be spared immediately on selection, may be forwarded duly approved by the Head of the Department along with attested copies of APARs for last five years to this office through e-mail (agaeassam@cag.gov.in) within 30 days from the issue of this circular.

This issues with the approval of Accountant General.


Deputy Accountant General (Admn.)

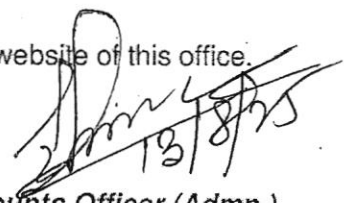
Shri. R. Ranjan, AG
19/8/25

Memo No. Admn.1/2-18/2025-26/2048-2052

Dated:- 13-08-2025

Copy forwarded for information and necessary action to:

1. Cag-all-offices cag-all-offices@lsmgr.nic.in
2. Secretary to Accountant General (A&E) Assam
3. Hindi Cell for issuance of Hindi version of this circular
4. Sr. Accounts Officer/ ITS-1, with a request to publish same in the website of this office.
4. All Notice Boards


Sr. Accounts Officer (Admn.)

DUTIES OF WELFARE ASSISTANT --

(1) HOUSE KEEPING:

- (a) Cleanliness of office buildings, premises and bath rooms including adequacy of water supply.
- (b) Smooth functioning of departmental canteen including preparation of snacks, tea, coffee, lunch etc. alongwith other related works like maintaining accounts of canteen
- (c) Neatness of work place, including removal of unwanted records, elimination of congestion in sections, adequacy of lighting and ventilation.
- (d) Adequacy of drinking water facilities.
- (e) Timely provision of hot and cold weather arrangements.
- (f) Arrangement of Farewell of retired personnel and other relevant arrangements.

(2) RECREATIONAL, CULTURAL AND COMMUNITY ACTIVITIES:

- (a) Encouragement to players for participation in games
- (b) Liaison with Recreation Club if necessary

(3) STAFF WELFARE

- (a) Giving personal hearing to individual members of staff regarding their difficulties or grievances.
- (b) Assistance to staff suddenly taken ill or those chronically ill. Helping in securing admission in place of treatment.
- (c) Active association in arrangement of Audit Diwas.
- (d) Assisting in cases of need, families of persons on emergency situation.

Biodata : Application for the post of Welfare Assistant

1	Name in full (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 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	Date of joining/promotion to the subsequent posts	
12	Present Pay and Pay Level	
13	Mobile number and Official email ID	
14	Experience and knowledge of working in the field of welfare or community activities	(separate sheet may be added, if needed)

I hereby declare that the above particulars furnished by me are correct and true to the best of my knowledge.

Dated:-

(Signature of the applicant)

It is certified that the above particulars furnished by the official were verified from the service record and found to be correct.

Signature of the Head of the Office (with stamp)



No: RCB & KI/J/A/Dep/2025-26/262

Dated:19.08.2025

सेवा में / To

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

विषय: आरसीबी एवं केआई, जम्मू में प्रतिनियुक्ति के आधार पर रिक्त पदों को भरना।
Subject: Filling up vacant posts on deputation basis in RCB&KI, Jammu.

Sir/Madam,

The Regional Capacity Building & Knowledge Institute, Jammu invites applications from eligible candidates for the posts mentioned in **Annexure – I** on deputation basis.

1. Submission of Applications:

Applications should be forwarded to this Institute on or before **01.09.2025** along with:

- Biodata (**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/vigilance case is either pending or contemplated against the applicant.

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

2. Term & Remuneration:

- The SAO (Core Faculty – IT) will be entitled to training allowance and officers / officials selected for other posts will be entitled to deputation allowance as per instructions prevailing from time to time.
- The deputation term shall be initially for a period of three years and further extension on yearly basis subject to sanction of continuity of above stated posts by Headquarters Office.
- The selection of suitable officers/officials shall be made through the appropriate selection procedure for knowledge and skill-based jobs, and the selection of the applicants shall be notified.
- RCB&KIs reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

3. Eligibility and age limit

- The maximum age limit for deputation should not exceed 56 years as on the closing

Sh. R. Ranjan
19/8/25

date of application.

- b) The officers / officials working on deputation shall not have the right for absorption in any post in RCB&KI, Jammu.
- c) The applications of the officers / 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 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/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 concerned, without withholding any application.
- c) On completion of the selection process, the field offices shall obligatorily relieve the selected officer(s) for administrative assignments at RCB&KIs/RCB&KCs at the earliest.

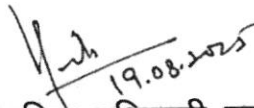
5. Restriction on Repatriations

Clause 5 (b) regarding instructions 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.

यह महानिदेशक, आरसीबी एवं केआई, जम्मू के अनुमोदन से जारी किया जा रहा है।
This issues with the approval of Director General, RCB&KI, Jammu.

Encl: As stated above.

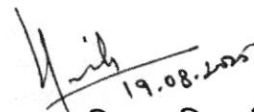
Yours faithfully,


वरिष्ठ प्रशासनिक अधिकारी (प्रशासन)
Senior Administrative Officer (Admn.)

ANNEXURE – I

S. No.	Name of the post	Sr. Administrative Officer (Core Faculty - IT)
I	i. Number of Posts	01 (One) – With effect from 01.11.2025
	ii. Purpose	To handle work related to Core Faculty - IT and any other work assigned by DG, RCB&KI, Jammu.
	iii. Requirements	<ul style="list-style-type: none"> a) Holding analogous posts on regular basis in the parent cadre. b) Possessing in-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, Microsoft Office, Website applications etc.) and the aptitude to deliver lectures. c) Experience in IT Audit and knowledge in working with Data Analytics software such as Tableau, Knime, Qlik view is desirable. d) Possessing ability in the maintenance of IT Systems, Website and familiarity with e-office. e) Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and case studies for IT courses.
II	Name of the post	Assistant Audit / Accounts Officer (Administration)
	i. Number of Posts	02 (Two)
	ii. Purpose	To handle Administration related work and any other work assigned by DG, RCB&KI, Jammu.
	iii. Requirements	<ul style="list-style-type: none"> a) Holding analogous posts on regular basis in the parent cadre. b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. c) Knowledge of: <ul style="list-style-type: none"> i. BEMS (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. d) Good interpersonal and communication skills for administrative correspondence. e) Candidates with qualifications in IT-related subjects will be preferred.
III	Name of the post	Assistant Supervisor
	i. Number of Posts	01 (One)
	ii. Purpose	To handle the Administration / hostel related work and any other work assigned by DG, RCB&KI, Jammu.
	iii. Requirements	<ul style="list-style-type: none"> a) Holding analogous post on regular basis in the parent cadre. b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. c) Knowledge of: <ul style="list-style-type: none"> i. iBEMS (Integrated Budget & Expenditure Monitoring System).

		ii. PFMS (Public Financial Management System). iii. Tendering and Procurement Rules (GFR 2017). iv. Hospitality and other Establishment matters. d) Good interpersonal and communication skills for administrative correspondence.
IV	Name of the post	Sr. Auditor / Sr. Accountant / Auditor / Accountant
	i. Number of Posts	03 (Three)
	ii. Purpose	To support the administrative and training operations of the Institute
	iii. Requirements	a) Holding analogous posts on regular basis in the parent cadre. b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. c) Knowledge of: i. iBEMS (Integrated Budget & Expenditure Monitoring System). ii. PFMS (Public Financial Management System). iii. TA/DA and bill processing. ii. Tendering and Procurement Rules (GFR 2017). iii. Hospitality and other Establishment matters. d) Good interpersonal and communication skills for administrative correspondence.
V	Name of the post	Clerk
	i. Number of Posts	02 (Two)
	ii. Purpose	To support the administrative and training operations of the Institute
	iii. Requirements	a) Holding analogous posts on regular basis in the parent cadre. b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. c) Knowledge of: i. Diarizing of DAK. ii. Maintenance of sectional diaries. iii. Proficiency in English and Hindi typing. ii. Administrative correspondence/reports. iii. Hospitality and other Establishment matters. d) Good interpersonal and communication skills for administrative correspondence.


वरिष्ठ प्रशासनिक अधिकारी
Senior Administrative Officer

ANNEXURE - II

**APPLICATION FOR THE POST OF ASSISTANT AUDIT/ACCOUNTS OFFICER,
ASSISTANT SUPERVISOR, SR. ACCOUNTANT / SR. AUDITOR / ACCOUNTANT
/ AUDITOR, CLERK**

1.	Name in full (Shri./Smt./Ms./Kum.)	
2.	Present Post held	
3.	Date of entry into Government Service	
4.	Date of entry into IA&AD	
5.	Office to which the applicant belongs: i. Parent Office ii. Present Office	
6.	Date of Birth	
7.	Qualifications: i. Educational ii. Professional	
8.	Present Address	
9.	Permanent 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*	
14.	Proficiency in computer, details may be given*	
15.	Mobile Number & official email ID	
16.	Any other relevant details	

तारीख/Date: _____

स्थान/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)

ANNEXURE III

ABSTRACTS OF APARs/ACRs FOR THE LAST FIVE YEARS

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

S. No.	Name & Designation	2024-25 ¹	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 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.

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

O/o-----

Place: _____

Date: _____

¹ *If APAR for 2024-25 is available, the same may be provided and 2019-20 may be ignored.*