

कायालय प्रधान महालेखाकार (लेखापरीक्षा-II) पाश्चिम बंगाल  
सी.जी.ओ.कम्प्लेक्स, डी.एफ.ब्लॉक, साल्ट लेक, कोलकाता- 700 064  
OFFICE OF THE PR. ACCOUNTANT GENERAL (AUDIT-II), W.B.  
CGO Complex, DF Block, Salt Lake, Kolkata – 700 064  
E-mail: agauwestbengal2@cag.gov.in

N.S. No. Admn.I/6-2/Deptn/XXVI (Part.2)/2025-26/895 Dated: 21-11-2025

Enclosed please find following letters:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No. RTIMUM/44/2023-ADMIN/708 dated 20.11.2025 received from RCB&KI, Mumbai regarding filling up the post of Asstt. Supervisor/Sr. Auditor/Sr. Accountant/Auditor/ Accountant in RCB&KI, Mumbai on deputation basis.	09.12.2025
2.	Letter No. RCB&KC/e-HRMS Faculty Deputation/Vol-XI/28/2025-26/292 dated 20.11.2025 received from RCB&KC, New Delhi regarding filling up the RT post of AAO (e-HRMS) in RCB&KC, New Delhi on deputation basis.	-do-

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) on and before last date, as mentioned above.

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

//प्राधिकार: उप महालेखाकार (प्रशासन) का  
अनुमोदन दिनांक 21-11-2025 //

Digitally signed by  
RADHARAMAN JASH  
Date: 21-11-2025  
15:53:44  
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)

24/11/25



भारतीय लेखापरीक्षा और लेखा विभाग  
क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, मुंबई  
सी-2, जी एन ब्लॉक, एशियन हार्ट इंस्टीट्यूट के आगे,  
बांद्रा - कुर्ला कॉम्प्लेक्स, मुंबई - 400051  
टेलि. नं: 26521902/3251 फैक्स नं- 26522627  
ईमेल- rtimumbai@cag.gov.in

सं:- RTIMUM/44/2023-ADMIN/708

दिनांक: 20.11.2025

**परिपत्र- 4 /Circular-4**

सेवा में

मेलिंग सूची के अनुसार IA & AD के सभी कार्यालय

[CAG-ALL-OFFICES@ismgr.nic.in](mailto:CAG-ALL-OFFICES@ismgr.nic.in)

**विषय : क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, मुंबई में प्रतिनियुक्ति।**

**Sub: Deputation at Regional Capacity Building and Knowledge Institute (RCB&KI), Mumbai**

महोदय/महोदया,

Sir/Madam,

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, मुंबई में नीचे विस्तृत भविष्य में रिक्त होनेवाले पदों को प्रतिनियुक्ति के आधार पर भरने का प्रस्ताव है।

क्रम सं	पदनाम और वेतन स्तर	संख्या व स्थिति	पात्रता	काम की आवश्यकता
1	सहायक पर्यवेक्षक/ वरिष्ठ लेखा परीक्षक/ वरिष्ठ लेखाकार, लेखापरीक्षक/लेखाकार (प्रशासन) (स्तर 5/6/7)	01	सहायक पर्यवेक्षक/ वरिष्ठ लेखा परीक्षक / वरिष्ठ लेखाकार, लेखा परीक्षक / लेखाकार का पद धारण करने वाले व्यक्ति पात्र हैं प्राधिकार : मुख्यालय परिपत्र संख्या 1-SSR/2021 दिनांक 04.03.2021	निम्नलिखित प्रशासनिक कार्यों में SAO /AAO (Admn) की सहायता करना: 1. स्थापना से संबंधित काम जिनमें पीएफएमएस और आईईबीएमएस, कैश मैनेजमेंट इत्यादि शामिल हैं। 2. प्रशासन से संबंधित काम जैसे टिप्पण और मसौदा लेखन, फाइल रखरखाव, मुख्यालय तथा अन्य कार्यालयों से पत्राचार इत्यादि शामिल हैं। 3. GeM/ GISO के माध्यम से तय प्रक्रिया के अनुसार समय पर टेंडरिंग, कॉन्ट्रैक्ट और स्टोर्स मैनेजमेंट सोर्सिंग में सहायता करना। 4. भवन और छात्रावास का रख रखाव एवं निगरानी रखना और रिपोर्ट करना।

*Dr. J. Parag*  
21/11/25

2. उक्त पदों के लिए क्षेक्षनिज्ञासं, मुंबई में प्रतिनियुक्ति के लिए इच्छुक अभ्यर्थी के आवेदन उनके बायोडाटा (संलग्न प्रारूप में) प्रत्येक पृष्ठ पर विधिवत सत्यापन किया गई एपीएआर की प्रमाणित प्रतियां और सतर्कता मंजूरी प्रमाण पत्र के साथ 19.12.2025 या उससे पहले इस कार्यालय को 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 देरी से बचने के लिए योग्य उम्मीदवारों के आवश्यक दस्तावेजों को स्कैन कर संबंधित मूल कार्यालयों द्वारा ईमेल द्वारा भेजा जा सकता है।

3. प्रतिनियुक्ति की अवधि प्रारंभ में तीन वर्षों के लिए होगी। उसके बाद, उनकी उपयुक्तता और प्रशासनिक सुविधा के अधीन उसे बढ़ाया जा सकता है। क्षेक्षनिज्ञासं, मुंबई में काम करते समय, चयनित कर्मिक अपने मूल वेतन और मौजूदा नियमों के तहत 10%/5% प्रतिनियुक्ति भत्ता (जो भी लागू हो) के भुगतान के हकदार होंगे।

4 कार्यालय में प्रतिनियुक्ति के आधार पर सामान्य नियमों और शर्तों पर कार्यरत अधिकारियों/ कर्मचारियों के आवेदन उनके संबंधित मूल कार्यालय (कार्यालयों) के माध्यम से अग्रेषित किए जाएंगे। प्रतिनियुक्ति पर कार्यरत पदाधिकारियों को संस्था में किसी भी पद पर आमेलन का अधिकार नहीं होगा।

5 क्षेत्रीय कार्यालयों को क्षेक्षनिज्ञासं में कर्मचारियों (प्रशासन और संकाय) के संवर्धन के लिए विस्तृत निर्देश का सख्त अनुपालन हेतु जारी किए गए मुख्यालय के परिपत्र संख्या 269/Trg.Div/42-A/2019 दिनांक 18.09.2019 का संदर्भ लिया जा सकता है। उक्त परिपत्र में दिए गए निर्देश नीचे पुनः अंकित किए गए हैं:

(क) क्षेत्र कार्यालय सूचना पट्टों पर क्षेक्षनिज्ञासं द्वारा जारी प्रतिनियुक्ति अधिसूचनाओं को प्रदर्शित करेंगे और अधिसूचना का जवाब देने के लिए उचित समय देते हुए वो कर्मचारियों के बीच प्रसारित करेंगे।

(ख) क्षेत्र कार्यालय किसी भी आवेदन को रोके बिना क्षेक्षनिज्ञासं/आरटीसी द्वारा विज्ञापित पद के लिए अपने अधिकारियों/ कर्मचारियों से प्राप्त सभी आवेदनों को संबन्धित संस्थान/केंद्र को अग्रेषित करेंगे।

(ग) चयन प्रक्रिया के पूरा होने पर, क्षेत्र कार्यालय क्षेक्षनिज्ञासं/आरटीसी में शिक्षण/प्रशासनिक कार्यों के लिए चयनित अधिकारियों/कर्मचारियों को जल्द से जल्द कार्यमुक्त करेंगे।

(घ) क्षेक्षनिज्ञासं / आरटीसी के लिए प्रारम्भिक प्रतिनियुक्ति अवधि 3 वर्ष के लिए होगी और उसके बाद वार्षिक आधार पर बढ़ाई जाएगी। क्षेक्षनिज्ञासं/आरटीसी किसी भी समय पर एक प्रतिनियुक्त अधिकारी/कर्मचारी को कार्य प्रदर्शन असंतोषजनक पाये जाने पर प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है।

6. मुख्यालय के परिपत्र संख्या 60-Staff (App)-I/14-2023 दिनांक 27.01.2025 के अनुसार, क्षेत्र कार्यालय द्वारा क्षेक्षनिज्ञासं/आरटीसी के विज्ञापित पदों के लिए अपने अधिकारियों/ कर्मचारियों से प्राप्त किसी भी आवेदन को वापस नहीं लेने के विषय में बिन्दु नं. 5(ख), उन आवेदकों के मामले में लागू नहीं होगा, जिन्हें 3 वर्ष के अंदर क्षेक्षनिज्ञासं / आरटीसी द्वारा प्रत्यावर्तित किया गया है। आवेदनों को अग्रेषित करने से पहले इस पर ध्यान दिया जा सकता है।

7. भावी उम्मीदवार आवेदन करने से पहले सेवा शर्तों और कार्य आवश्यकताओं को ध्यान से देख सकते हैं। यह ध्यान दिया जा सकता है कि एक बार क्षे प्र सं, मुंबई में आवेदन भेजे जाने के बाद, इसे वापस नहीं लिया जा सकता है।

The following positions likely to be vacant in the near future at Regional Capacity Building & Knowledge Institute (RCB&KI), Mumbai are proposed to be filled up on deputation basis.

Sr No.	Designation and Pay Level	No. of Posts	Eligibility	Work requirement
1	Asstt. Supervisor/ Sr Auditor/ Sr Accountant, Auditor/ Accountant	01	Persons holding the post of Asstt. Supervisor, Sr Auditor/ Sr Accountant, Auditor/ Accountant are eligible Auth: Hqs Circular No. 1-SS&R/2021 Dated 04.03.2021	To assist SAO/AAO (Admn) in the following administrative functions. Administration and Establishment in RTI, Mumbai, including: 1. Establishment functions, including operating PFMS and iBEMS, Cash Management etc. 2. Administration functions, including Noting-drafting, communication with Hqs and other offices etc. 3. Assisting in tendering as per due procedure, sourcing through GeM/ GISO, contract and stores management 4. Taking account of assets and building (including hostel) and reporting regarding the same

2. Applications of candidates who are willing to be considered for deputation to RCB&KI, Mumbai for the above posts may be forwarded to this office on or before **19.12.2025** along with their Bio-Data (Annexure enclosed), certified copies of APAR for the last 5 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 applicants. The required documents of the eligible candidates may be scanned and sent by email by the respective Parent offices to avoid postal delay.

3. The term of deputation will be for three years initially and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RCB&KI, Mumbai, the selected official will draw his/her basic pay plus **10%/5% Deputation Allowance, as applicable** on his/her basic pay and as admissible under extant rules.

4. 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). The officials working on deputation basis shall not have right for absorption in any post in the institution.

5. A reference is invited to Headquarters Circular No 269/Trg.Div/42-A/2019 dated 18.9.2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RCB&KIs/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&KIs/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 position advertised by RCB&KIs/KCs to the Institute/Centre concerned without withholding any application.

c. On completion of selection process, the field offices shall relieve the selected officers(s) for teaching/administrative assignments at the RCB&KIs/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.

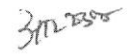
6. However, clause at Sl No.5(b) regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/KCs will not apply in case of applicants who have been reverted/repatriated in the last 3 years from RTIs/RTCs to their parent offices as per Headquarters Circular No 60-Staff (App)-I/14-2023 dated 27.01.2025. This may please be noted before forwarding the applications.

7. 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, Mumbai, it may not be withdrawn.

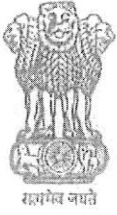
This issues with the approval of the Principal Director, RCBKI, Mumbai.

संलग्न: बायोडेटा फॉर्म

भवदीय



व. लेखापरीक्षा अधिकारी/प्रशासन



भारतीय लेखापरीक्षा तथा लेखा विभाग  
Indian Audit & Accounts Department  
क्षेत्रीय क्षमता निर्माण एवं ज्ञान केन्द्र, नई दिल्ली  
Regional Capacity Building and Knowledge Centre, New Delhi  
'A' Wing, 5<sup>th</sup> floor, Audit Bhawan, Indraprastha Estate, New Delhi – 110002.  
☎011-23454328 Email:- [rtinewdelhi@cag.gov.in](mailto:rtinewdelhi@cag.gov.in), website:- <https://cag.gov.in/rti/delhi/en>



No. RCB&KC/e-HRMS Faculty Deputation/Vol-XI/28/2025-26/292 Date: 20/11/2025

सेवा में,

भारतीय लेखा एवं लेखापरीक्षा के सभी कार्यालय,  
(As per mailing list)

Subject: - Filling up of vacant RT post of AAO (e-HRMS) in RCB&KC, New Delhi on deputation basis.

Madam/Sir,

Regional Capacity Building and Knowledge Centre, New Delhi requires services of eligible candidates for filling up the following post on deputation basis as per Headquarters instructions: -

Post	No. of Vacancies
AAO (e-HRMS) - RT	01

1. Eligibility conditions and job requirements for the post are given in Annexure-I.
2. The deputation will initially be for a period of One (1) year and may be extended by the Competent Authority, subject to the continued suitability of the officer, administrative convenience and continuance of the RT post. The RCB&KC however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.
3. Training allowance @24% would be admissible, in accordance with instructions issued by the Government of India and HQ Office from time to time.
4. 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.
5. Applications of all willing and eligible officers may please be forwarded along with the following documents, at the latest by **19<sup>th</sup> December 2025**, to the Director General, Regional Capacity Building and Knowledge Centre, New Delhi.

- Bio-data of applicant in prescribed format (Annexure-II)
- Vigilance clearance certificate
- Attested copies of APARs dossier for the last five years

*Sh. P. P. P. P. P.*  
21/11/25

6. A Reference is invited to Headquarters Circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 wherein the detailed instructions to field offices on augmentation of staff position in RCB&KIs/RCB&KCs were issued for strict compliance. The important issues addressed by Headquarters office in the said circular are as below: -
- Field offices shall display the deputation notifications issued by RCB&KIs/RCB&KCs on the noticeboards and circulate among the staff giving reasonable time to the candidates for responding to the notification.
  - Field offices shall forward all applications received from their officers/staff against the positions advertised by RCB&KIs/RCB&KCs without withholding any application.
  - On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignment at RCB&KIs/RCB&KCs at the earliest.

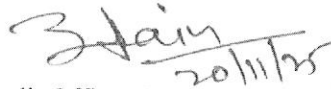
The Headquarter office has again issued a circular letter vide No:11/Trg. Div./42-A/2023 dated: 02/05/2023 to heads of Department of IA&AD offices requesting therein that:

- Heads of field offices may assess the human resource requirements of respective offices and spare the services of SAOs/AAOs to RCB&KIs/RCB&KCs by permitting them to apply against the vacancies notified by RCB&KIs/RCB&KCs.
- Encourage SAOs/AAOs with domain knowledge for applying for the positions of Core-Faculty notified by the RCB&KIs/RCB&KCs providing them an opportunity to contribute to the capacity development activities of SAI India.
- Heads of field offices may extend faculty support by deputing officers with domain expertise to facilitate training sessions at RCB&KIs/RCB&KCs whenever such requests are received from RCB&KIs/RCB&KCs.
- Heads of field offices/RCB&KIs/RCB&KCs may actively discuss the above.

Additionally, the latest HQrs deputation guidelines vide Circular No. 60-staff(App)-I/14-2023 dt. 27.01.2025 may kindly be referred for compliance.

7. This issues with the approval of Competent Authority.

Yours faithfully,

  
20/11/25  
Sr. Audit Officer (RCB&KC)



## **Annexure-I**

### **Eligibility conditions and job requirements**

1. Holding analogous post of AAO on regular basis.
2. Sr. AO with appropriate skill may also apply, as the post is interchangeable.
3. Officers below 56 years of age as on 01/01/2026 would be considered.
4. The officer would be required to support the capacity building and handholding for implementation of e-HRMS and related activities and to act as a Functional help desk for e-HRMS and related activities.
5. Officers with the below desired experience/skills will be preferred:
  - a. Prior exposure to the e-HRMS system/workflows
  - b. Awareness of Service / Bills related rules
  - c. Understanding of IT systems
  - d. Good communication skills

## Annexure-II

### Bio data of applicant

1.	Name in 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	
10.	Date of entry into IA&AD	
11.	Date & Year of passing SAS Examination (Please mention Civil Audit/Commercial/P&T/Railway/Defense Audit)	
12.	Date of promotion as AAO and/or SAO	
13.	Details of other exams passed (RAE/CPD-I,CPD-II/Others)	
14.	Proficiency in administrative matters and computers, Details may be given	
15.	Present Pay Level and Pay	
16.	Mobile Number and officials email ID	
17.	Any other relevant details	

Date:

(Signature of Applicant)

Place:

It is certified that the above particulars furnished are correct as per our office records and no disciplinary/vigilance action is pending against him/her.

Signature of the Head of the Department (With Stamp)