

**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)/2026-27/ 60

Dated: 22.04.2026

Enclosed please find following letters:

Sl. No	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No. RCB&KI/J/A/Dep/2026-27-41 dated 21.04.2026 received from RCB&KI, Jammu & Kashmir regarding filling up the posts of Sr. Auditor / Auditor / Accountant in RCB&KI, Jammu & Kashmir on deputation basis.	14.05.2026
2.	Letter No. Admn/Aud/Deputation/Ar/34 dated 20.04.2026 received from O/o the AG (Audit-I), Gujarat, Rajkot regarding filling up the posts of Auditor and Sr. Auditor in O/o the AG (Audit-I), Gujarat, Rajkot on deputation basis.	13.05.2026

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.

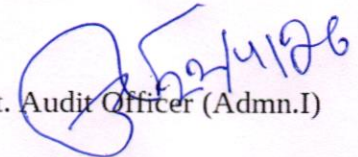
Digitally signed by
ASHUTOSH BISWAS
Date: 22-04-2026
15:55:46

Sr. Audit Officer (Admn.I)

Copy to:

1. Sr. DAG /AMG-I (Admn. & AS)
2. Sr. 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 | In Word | 61
dt: 22/04/26

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान शक्ति नगर, जम्मू एवं कश्मीर जम्मू - 180001		Regional Capacity Building and Knowledge Institute Shakti Nagar, Jammu & Kashmir Jammu - 180001
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No: RCB&KI/J/A/Dep/2026-27-41

Dated: 21.04.2026

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: आर.सी.बी एवं के.आई, 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 **22.05.2026** along with:

- Biodata (**Annexure – II**).
- Certified copies of APARs for the last five years, (**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 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 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 date of application.
- The officials working on deputation shall not have the right for absorption in any post in RCB&KI, Jammu.
- 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 were issued for strict compliance. The

Sh. P. Singh
22/4/26

instructions in the said circular are re-iterated below:

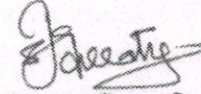
- a) Field offices shall display the deputation notifications issued by RCB&KIs/RCB&KCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification.
- b) Field offices shall forward all applications received from their officers/staff 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.

Encl: As stated above.

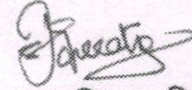
Yours faithfully,



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

ANNEXURE - I

VI	Name of the post	Sr. Auditor / Sr. Accountant/ Auditor/ Accountant
	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. iBEMS (Integrated Budget & Expenditure Monitoring System). ii. PFMS (Public Financial Management System). iii. Salary, TA/DA and other bill processing. ii. Tendering and Procurement Rules (GFR 2017). 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 –

1.	Name in full (Sh./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 computers, 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.*

A-21 In Word/57
dt: 21/04/26

By EMAIL



भारतीय लेखापरीक्षा एवं लेखा विभाग
Indian Audit and Accounts Department
कार्यालय महालेखाकार (लेखापरीक्षा-I), गुजरात, राजकोट
Office of the Accountant General (Audit-I), Gujarat, Rajkot

No. Admn/Aud/Deputation/Ar./Ow/34
Date:-20.04.2026

परिपत्र संख्या -06 /Circular No.-06

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

विषय: कार्यालय महालेखाकार (लेखापरीक्षा-I), गुजरात, राजकोट में प्रतिनियुक्ति संबंधी।
Sub: Deputation at O/o the Accountant General (Audit-I), Gujarat, Rajkot-reg.

महोदय/महोदया,
Sir/Madam,

इस कार्यालय में लेखापरीक्षक (Auditor) एवं वरि. लेखापरीक्षक (Sr. Auditor) के पद पर प्रतिनियुक्ति के आधार पर नियुक्ति हेतु आवेदन आमंत्रित किए जाते हैं। यह नियुक्ति कार्मिक एवं प्रशिक्षण विभाग (DoPT) द्वारा समय-समय पर जारी शर्तों, नियमों एवं निर्देशों के अनुसार होगी। साथ ही, प्रतिनियुक्ति का विनियमन मुख्यालय कार्यालय के परिपत्र संख्या 60-Staff (App)-1/14-2023 दिनांक 27-01-2025 तथा संख्या 111-Staff (App)-1/14-2023 दिनांक 14-02-2025 के अनुसार किया जाएगा।

2. आवेदक भारतीय लेखा एवं लेखापरीक्षा विभाग में अपने मूल कार्यालय में नियमित आधार पर समकक्ष पद पर हों।
3. प्रतिनियुक्ति की अवधि प्रारंभ में एक वर्ष की होगी, जिसे अधिकारियों के संतोषजनक कार्य प्रदर्शन तथा रिक्रिटियों की उपलब्धता के आधार पर प्रतिवर्ष बढ़ाया जा सकता है।
4. कर्मचारी को प्रशासनिक सुविधा के आधार पर किसी भी समय मूल विभाग में वापस भेजा जा सकता है।
5. फीडर श्रेणी में आने वाले वे विभागीय कर्मचारी जो प्रत्यक्ष पदोन्नति की पंक्ति में हैं, उन्हें प्रतिनियुक्ति पर नियुक्ति हेतु विचार नहीं किया जाएगा। इसी प्रकार, प्रतिनियुक्ति पर नियुक्त कर्मचारी पदोन्नति के लिए पात्र नहीं होंगे।
6. प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्ति की अंतिम तिथि तक 56 वर्ष से अधिक नहीं होनी चाहिए।
7. चयनित कर्मचारी को कार्मिक एवं प्रशिक्षण विभाग (DoPT) के कार्यालय ज्ञापनों के अनुसार प्रतिनियुक्ति भत्ता प्रदान किया जाएगा।
8. परीक्षा (प्रोबेशन) पर कार्यरत कर्मचारियों के आवेदन पर विचार नहीं किया जाएगा।

Sr. Par. Officer
21/4/26

9. इस संबंध में अनुरोध है कि योग्य एवं इच्छुक कर्मचारियों के आवेदन, जिन्हें चयन होने की स्थिति में तुरंत कार्यमुक्त किया जा सकता है, संबंधित पदों पर प्रतिनियुक्ति के आधार पर नियुक्ति हेतु इस कार्यालय को प्रेषित किए जाएं। आवेदन के साथ बायोडाटा, पिछले पाँच वर्षों के एपीएआर (APAR) की प्रमाणित प्रतियाँ तथा सतर्कता प्रमाणपत्र संलग्न कर 20.05.2026 तक अवश्य भेजे जाएं।


Applications are hereby invited for appointment to the posts of Auditor and Senior Auditor in this office on deputation basis, in accordance with the terms and conditions prescribed by DoPT, as amended from time to time. The deputation shall further be governed by the provisions contained in Headquarters Office Circular No. 60-Staff (App)-I/14-2023 dated 27.01.2025 and Circular No. 111-Staff (App)-I/14-2023 dated 14.02.2025.

1. Applicants should be holding analogous post on regular basis in the parent office in the Indian Audit and Accounts Department.
2. The period of deputation shall initially be for one year, further extendable on yearly basis, subject to satisfactory performance of the Officials and availability of vacancy as per rule.
3. The official can be repatriated at any time based on administrative convenience.
4. The department officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the Deputationists shall not be eligible for consideration for appointment by promotion.
5. The Maximum age limit for appointment by deputation shall not be exceeding 56 (fifty-six) years as on the closing date of receipt of applications.
6. The selected official will be entitled to Deputation Allowance as per DoPT OMs.
7. Applications of officers/officials under probation will not be considered
8. In this regard, it is requested to kindly forward the application of eligible officials who are willing and can be spared immediately in the event of their selection to the respective posts on deputation basis. The application accompanied by bio-data, certified copies of APARs for the last five years and vigilance certificate may kindly be forwarded to this office at the latest by 20.05.2026.

यह पत्र महालेखाकार के अनुमोदन से जारी किया जा रहा है।

संलग्न:- Bio- Data form

भवदीय,


वरिष्ठ उपमहालेखाकार/ प्रशासन

BIO-DATA

Application to the post of: _____

1.	Name in Full (Sri/Smt./Ms.)	
2.	Present Post Held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualification	i)Educational
		ii)Professional
7.	Office to which the applicant belongs	i)Parent Office
		ii)Present Office
8.	Whether belongs to SC/ST	
9.	Date of Entry into Government Service	
10.	Post & Date of Entry into IA&AD	
11.	Date of Promotion to the current post	
12.	Whether confirmed in the Entry Grade	
13.	Present Pay Level and Pay	
14.	Proficiency in computers, Details may be given	
15.	Mobile Number and Official email ID	
16.	Work Experience	
17.	Details of current deputation	
18.	Any other relevant details	

Date:

Place:

Signature of the Applicant

Counter Signature of the Branch Officer in charge of Administration