

क्षेत्रीय क्षमता निर्माण एवं ज्ञान  
संस्थान, कोलकाता

तीसरी एमएसओ बिल्डिंग, सीजीओ  
कॉम्प्लेक्स, 5वीं मंजिल, 'ए' विंग, डीएफ  
ब्लॉक, साल्ट लेक, सेक्टर - I,  
कोलकाता - 700 064



REGIONAL CAPACITY BUILDING  
& KNOWLEDGE INSTITUTE,  
KOLKATA

3<sup>RD</sup> MSO BUILDING, CGO COMPLEX,  
5<sup>TH</sup> FLOOR, 'A' WING, DF BLOCK,  
SALT LAKE, SECTOR - I, KOLKATA -  
700 064

No. RTI/Kolkata/Deputation/2024-25/2119

Date: 27.12.2024

To

All Offices as per mailing list  
(CAG-IAAD@LSMGR.NIC.IN)

Sub: Deputation Assignment at Regional Capacity Building & Knowledge Institute (RCBKI), Kolkata for filling up of vacancy in the cadre of Sr. Audit Officer/Admn.

Sir/Madam,

One post of Sr. Audit Officer/Administration, has been created in RCBKI/Kolkata vide Headquarters Letter No. 1218/Staff(S&R)/Admn Post/RCBKI/KC/79-2424 dated 09.09.2024 with a period from the date of entertainment to 28.02.2025.

This post will be filled up on deputation basis. Applications are invited to fill up this post from the eligible officers from the IA&AD as per existing deputation rules.

**Eligibility criteria for Sr. Audit Officer/Admn are as follows:**

Holding similar post in any office of IA&AD with a minimum period of 03 years as a Sr. AO. The officer must have profound knowledge in administrative and Establishment matters and must have the good drafting skills. The officer has the experience in supervising all works of Administration, experience in DDO related works, experience in GST return & eHRMS related works. The officer should have good working knowledge in computer along with MS Office Package, internet etc., ability to work in various online portals such as GeM portal, iBEMS, PFMS, Income Tax, e-AWAS, SAI training etc.

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 in RTIs/RTCs were issued. The important instructions in the said circular are re-iterated below:

- Field offices shall display the deputation notifications issued by RCBKIs/ RCBKCs on the notice boards 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 RCBKIs/RCBKC's to the concerned Institute/Centre, without withholding any application;
- On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RCBKIs/RCBKC's at the earliest.
- The initial deputation period to RCBKIs/RCBKC's will be for one year subject to validity of the extension of the post and extendable on yearly basis thereafter. The RCBKI/RCBKC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

There is no disciplinary, vigilance case pending or contemplated and no major/minor penalty imposed on the officer.

The term of deputation will be initially for a period from the date of joining to 28.02.2025 and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RCBKI, Kolkata, the selected official will draw pay and allowances as per extant rules.

Therefore, it is requested to recommend and forward the names of the willing Officers satisfying the eligibility criteria along with the Bio-Data (Annexure-I) and the abstracts of APARs/ACRs for the last 05 years (Annexure II) and attested copies of the APAR/ACRs to the undersigned on or within 22.01.2025.

This issues with the approval of the Director General.

Encl: As above

Yours faithfully,

  
Sr. Audit Officer/Administration

**ANNEXURE-I**  
**BIO-DATA**

**Post applied for the .....**

1	Name in full	
2	Designation	
3	Date of Birth	
4	Category	
5	Parent Office	
6	Office in which working at present	
7	Present place of posting	
8	Date of Entry into IA&AD	
9	Post held at present	
10	Date of promotion as Sr.AO	
11	Present Pay and Pay Level	
12	Educational qualification	
13	Technical qualification	
14	Details of working experience	
15	Permanent address	
16	Present address	
17	Official email address	
18	Mobile number	
19	Any other relevant details	

Signature of the applicant

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

Signature of Head of the Office (With Stamp)

**ANNEXURE II****ABSTRACT OF APARs/ACRs FOR THE LAST 05 YEARS UPTO 2023-24**

(Year-wise APAR grading for the last 05 years to be given in respect of each Officer)

Sl. No.	Name & Designation	2019-20	2020-21	2021-22	2022-23	2023-24

Indicate numerical grading only

It is certified that no vigilance or disciplinary case is either pending or contemplated against the above Officers.

No major/minor penalty has been imposed on the above Officers in the past.

Signature of the Competent Authority  
Date with office seal