

**O/o THE DIRECTOR GENERAL REGIONAL CAPACITY BUILDING &  
KNOWLEDGE INSTITUTE, JAMMU**

No: RCB & KI/J/A/Dep/2024-25/812

Dated: 11-02-2025

To

CAG-All Offices  
(As per mailing list)

**Subject:** Deputation Assignment at Regional Capacity Building and Knowledge Institute, Jammu for filling up one vacant post of Sr. Accounts Officer (Core Faculty-General Accounts & Entitlement)

**Madam/Sir,**

Applications from desirous officers of the rank of **Senior Accounts Officers** are invited for the deputation assignment as per the Job description/ Eligibility criteria given below:

S. No	Post	No. of vacancies
01	Sr. Administrative Officer (Core Faculty-General A&E)	01

**Eligibility criteria**

1. Holding the analogous post of Sr. A. O with minimum five years of experience as Sr. A.O.
2. Knowledge relating to overall working in A&E is necessary.
3. Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and case studies for General courses.
4. Possessing in-depth knowledge and experience in operating Computer applications including e-office, eHRMS, PFMS, GeM, GST and SAI Trainings including profound knowledge in administrative and establishment matters including Income Tax.

**Terms of deputation & selection process**

1. The deputation term shall initially be for three years.
2. Maximum age limit for deputation should not exceed 56 years as on the closing date of application for the post.
3. 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. **The selection of the applicant will be notified and selected candidate will have to join this office after 30-04-2025 (as the present incumbent on deputation against above post is retiring on 30-04-2025).**
4. All officers who are willing should apply through their respective Parent Offices. In accordance with Headquarters' Office instructions, the Parent Offices are requested to forward the applications of all willing officers along with the Bio-data and APARs for the last five years to this Institute, so as to reach this Institute latest by **28-03-2025**. It may also be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant. The required documents of the eligible candidates forwarded by the respective Parent Offices may be scanned and sent by email to avoid postal delay. **The parent office is also required**

**to forward NOC as provided under Headquarters 'Office letter No: 60-Staff (App)-1/14-2023 dated 27-01-2025**

5. The RCB & KIs reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
6. The selected officer will be entitled to Training allowance as per instructions prevailing from time to time.
7. 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 RCB & KIs 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 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 to the concerned Institute/Centre, without withholding any application;
  - c. On completion of the selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RCB & KIs 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:

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

This issues with the approval of the Director General, RCB & KI, Jammu.

Yours faithfully,

Sd/-  
Sr. Administrative Officer (A)