

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, रांची

भारतीय लेखापरीक्षा एवं लेखा विभाग

No. RTI-RAN/Admn.-24/Deptn/Non Faculty/2024-25/159

Date: 26.06.2024

To,

All Offices as per Mailing List of IA&AD.

Subject: - Deputation assignment for filling up of 1 post of Auditor/Accountant or Sr. Auditor/Accountant at RCB&KI, Ranchi.

Sir/Madam,

Applications are invited from eligible and willing officials for filling up the following post on deputation basis:

Sl No	Post	Eligibility
1.	1 Post of Auditor/Accountant or Sr. Auditor/Sr. Accountant	<ol style="list-style-type: none"> 1. Holding analogous post 2. Should possess reasonable IT skill i.e. use of MS Office and web browsing. 3. Should possess good communication skills 4. Age of applicants should not be more than 56 years

Terms & Conditions:

1. The term of deputation will be initially for three years and extendable thereafter on yearly basis subject to the continued suitability of the official and administrative convenience of this office.
2. While working at RCB&KI, the official will be entitled to deputation allowance as admissible. However, officials drawing MACP/NFU pay are not eligible for Deputation allowance.
3. Other existing terms and conditions in respect of deputation will be applicable.
4. Application from willing and eligible officials along with following documents may be forwarded to this office latest by **15.07.2024** for consideration.
 - a. Biodata (Format enclosed)
 - b. Certified copy of last five years APAR
 - c. Certified copy of last five years APAR
 - d. Vigilance Clearance Certificate
 - e. Certificate to the effect that the particulars given by the applicant are correct.
5. A reference may be invited to Headquarters circular No 269/Trg Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to the field offices on augmentation of staff (Administration and Faculty) have been issued for strict compliance. The instructions in said circular are reproduced below:
 - i. Field offices shall display the deputation notification issued by RCB&KI on the notice boards and circulated among the staff giving reasonable time to the candidates

- for responding to the notification.
- ii. Filed offices shall forward all applications received from their offices/Staff against the positions advertised by RCB&KI/RCB&KCs to the concerned Institute/Centre, without withholding any application.
 - iii. On completion of selection process, the field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignment at RCB&KI/RCB&KCs at the earliest.
 - iv. The initial deputation period is three years, ,however RCB&KI/RCB&KCs reserves the right to repatriate a deputationist at time, if his/her performance is found unsatisfactory.

Yours faithfully,


Sr. Audit Officer/Admn.

Copy to:

1. All IA&AD offices (by e-mail).
2. AAO (CF/IT) for hosting on the website.
3. SAO (Admn) information and record.
4. RCB&KI, Ranchi Notice Board.


Sr. Audit Officer/Admn.

Bio Data (Annexure)

1.	Name	
2.	Post Held	
3.	Date of Birth	
4.	Qualifications i) Educational ii) Professional	
5.	Office to which the applicant belongs i) Parent Office ii) Present Office	
6.	Date of Entry into IA&AD	
7.	Date of promotion to the present post	
8.	Details of knowledge & experience in the field of IT.	
9.	Any achievement in the field of IT	
10.	Present Pay and Pay Level	
11.	Mobile No and official Mail ID	
12.	Permanent Address	
13.	Present Address	
14.	Any other relevant details	

Date:

Place:

Signature of applicant

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

Signature of Head of the Office (With Stamp)

