

Regarding filling up of vacancies on Deputation Basis

**Applications invited from:**

All interest and eligible staff members

**For Deputation in:**

RTI Jammu and RCB&KI, Chennai

**Last Date to submit applications in Admn-I section through proper channel forwarded through concerned wing/section:**

04.09.2023

## “क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जम्मू”

No: RTI/J/A/Dep/2023-24/463

Dated: 19-08-2023

To

CAG-All Offices (as per mailing list)  
(As per mailing list)

Subject: Deputation for the one post of AAO (Knowledge Centre) -regarding

Sir/Madam,

In continuation to this office notification No: RTI/J/A/Dep/2023-24/109 dated: 19-08-2023, the applications are invited from desirous officers for the deputation assignment as per instructions given below.

S. No.	Post	No of vacancies
1.	AAO (Knowledge Centre )	01

### ***Eligibility Criteria***

1. Holding the analogous post of AAO.
- 2.. Knowledge relating to overall working in IA &AD is necessary.
3. Regular working proficiency in computers and comfort in using IT is necessary. Specialized technical qualifications in computer are highly desirable.
4. The applicants who are 56 years of age or above should not apply for the deputation post.

### **Terms of deputation & selection process**

1. The deputation term shall initially be for a period of three years and may be extended by Competent Authority subject to continued suitability of the candidate and administrative convenience.
2. Deputation Allowance would be admissible as per instructions prevailing from time to time.
3. Selection of a suitable candidate 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.
4. The RTI/RTC reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
5. All officers who are willing should apply for the deputation through their respective Parent Offices. The Parent Offices are requested to forward such applications along with the Bio- data (prescribed format enclosed) and APARs for the last two years duly attested on each page to this Institute, so as to reach this Institute latest by **17-09-2023**. It may 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.

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 instructions in the said circular are re-iterated below:

a. Field offices shall display the deputation notifications issued by RTIs/ RTCs 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 RTIs/RTCs 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 RTIs/RTCs at the earliest.

d. The initial deputation period to RTIs/RTCs will be for 3 years and extendable on yearly basis thereafter. The RTI/RTC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

The Headquarter office has again issued a circular letter vide No:**11/Trg.Div./42-A/2023 dated: 02/05/2023** (attached) 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/AAOs to RTIs /RTCs by permitting them to apply against the vacancies notified by RTIs /RTCs.

(ii) Encourage SAOs/AAOs with domain knowledge for applying for the positions of Core-Faculty notified by the RTIs/RTCs providing them an opportunity to contribute to the capacity development activities of 5AI India.

(iii) Heads of field offices may extend faculty support by deputing officers with domain expertise to facilitate training sessions at RTIs/RTCs whenever such requests received from RTIs / RTCs.

(iv) Heads of field offices/ RTIs / RTCs may actively discuss the above aspects in respective RAC meetings and find agreeable solutions.

This issues with the approval of the Director General, R.T.I. Jammu.

Yours faithfully,

Sd/-  
Sr. Administrative Officer (A)



## क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान

REGIONAL CAPACITY BUILDING AND  
KNOWLEDGE INSTITUTE

Indian Audit and Accounts Department

AG's Office Complex, 361 Anna Salai,

Teynampet, Chennai - 600018

Email: [rtichennai@cag.gov.in](mailto:rtichennai@cag.gov.in)

RCB&KI/Admn./Dept/Unit-I/2023-24/

Dt. 15.08.2023

To

All the Heads of Offices,  
(IA&AD as per mailing list)

Sub: Filling up of ONE post in the cadre of AAO (Admn) in RCB&KI, Chennai (formerly  
Regional Training Institute, Chennai) on deputation basis-reg.

Sir/Madam,

One vacancy is arising in the cadre of AAO (Admn) with effect from 01.10.2023 in  
Regional Capacity Building and Knowledge Institute (RCB&KI), Chennai.

Applications from eligible and willing candidates who fulfil the below mentioned criteria are  
invited.

The terms and conditions governing the deputation are as follows:

1. Persons holding analogous posts on regular basis for a minimum period of two years.
2. Previous experience in Administration is desired
3. Must be well versed with latest rules and regulations issued by GOI/HQrs.
4. Previous experience in preparation and monitoring of Budget is essential.
5. Exposure to use of IBEMS, PFMS and GeM portals is desired.
6. Reasonable experience in Office Management/Hostel Management and connected rules and regulations are also desired.
7. The selected candidate is eligible for Deputation allowance as per extant rules.
8. Age of the applicant should not exceed 56 years on the last date for receipt of application.

Heads of Departments are requested to forward applications in the prescribed proforma along  
with copies of APAR for the last five years i.e. from 2018-19 to 2022-23, No charges/vigilance  
Clearance/No pending Court Case certificate to this Institute on or before 22/09/2023.

The term of deputation will be initially for a period of three years.

Yours faithfully,

  
Sr. Audit Officer (Admn.)

### Application Form/Bio-Data

Name of the Post: AAO

Name of Office: Regional Capacity Building & Knowledge Institute

1	Name	
2	Date of Birth	
3	Date of entry into IA &AD with name of post	
4	Educational Qualification	
5	Languages known	
6	Month/Year of Passing SAS/SOG Examination	
7	Month/Year of passing SO/AAO Revenue Audit Examination/CPD I/CPD II /CPD III	
8	Date of Promotion as SO/AAO	
	Section Officer	
	Assistant Audit Officer	
	Audit Officer	
	Senior Audit Officer	
9	Date of Superannuation	
10	Professional Qualification (other than Sl. No. 6 &7)	
11	Details of Work experience	
12	Present post and date from which it is held	

Signature of applicant