



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

Indian Audit & Accounts Department
Office of the Director General of Audit,
Environment & Scientific Departments,
Kolkata Branch,
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No. Admn./3(5 RTI)/Dept. to RTI/Vol-II/2023-24/50

Date: 19.04.2023
19 APR 2023

CIRCULAR

Sub: Deputation to RTIs/RTC-reg

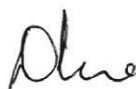
The following Regional Training Institutes/Centre have issued circulars inviting applications from the interested officials to join their Institutes/Centre on deputation basis. The details of which are furnished below:

Sl. No	Name of the RTIs	Circular/letter no. and date	Post of deputation	Last date for applying
1	RTI, Jaipur	RTI/Jpr/F.5/K-97/Depu./Gr.-B&C(NG)/2022-23/01 dt. 01.04.2023	Asstt. Supervisor	24.04.2023
2	RTI, Jaipur	RTI/Jpr/F.5/K-151/Depu./Core Faculty/Vol-V/2022-23/1075 dt. 28.03.2023	Core Faculty/SAO	20.04.2023
3	RTC, Bengaluru	RTC/Bengaluru/Admn/Deputation/2023-24/01 dt. 03.04.2023	AAO (Core-Faculty-General Courses) Sr. Auditor/Auditor	21.04.2023
4	RTI, Nagpur	संखा: क्षे. प्र. सं./नागपुर/प्रतिनियुक्ति/2022-23/812 & 802 dated 29.03.2023	Sr. A.O./A.A.O. Private Secretary/P.A. to Director General Clerk Driver	24.04.2023
5	RTI, Shillong	संखा/No.73-RTI/Deptn./1-1/2022-23/Vol.XI/1971 dated 25.03.2023	Core Faculty (Gen) Asstt. Supervisor, Sr/Auditor/Sr. Accountant/Auditor/ Accountant Private Secretary Stenographer Asstt. Caretaker DEO Grade 'A'	19.04.2023
6	RTI, Mumbai	संखा: क्षे. प्र. सं./मुंबई/प्रतिनियुक्ति/2022-23/3332 dated 27.03.2023	SAO, EDP AAO, EDP AAO/SAO for e-HRMS Regular Temporary Asstt. Supervisor/Sr. Auditor/Sr. Accountant, /Auditor/Accountant	21.04.2023

Ms. Sushmita
S.A.
19/4

Accordingly, the interested officials of this office meeting the eligibility criteria as mentioned in the letters referred above may submit their applications in the prescribed proforma latest by the dates as mentioned as against the circulars above.

Enclo: As above


Sr. Audit Officer (Admn.)

Copy to:-

1. All Sections;
2. Director's Cell;
3. Hindi Cell;
4. Office Circular Book;
5. Notice Board

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भारतीय लेखा परीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रीय प्रशिक्षण संस्थान
REGIONAL TRAINING INSTITUTE
मुंबई 400051
MUMBAI 400051

सं/क्षेप्रसं मुंबई / प्रतिनियुक्ति / 2022-23/3332

परिपत्र - 9/Circular - 9

दिनांक 27.03.2023

सेवा में

मेलिंग सूची के अनुसार IA & AD के सभी कार्यालय

CAG-ALL-OFFICES@ismgr.nic.in

विषय : क्षेत्रीय प्रशिक्षण संस्थान, मुंबई में प्रतिनियुक्ति ।

Sub : Deputation at Regional Training Institute (RTI), Mumbai

महोदय/महोदया,
Sir/Madam,

क्षेत्रीय प्रशिक्षण संस्थान, मुंबई में नीचे विस्तृत रिक्त पदों को प्रतिनियुक्ति के आधार पर भरने का प्रस्ताव है।

क्रम सं.	पदनाम और वेतन स्तर	संख्या व स्थिति	पात्रता	काम की आवश्यकता
1	वरिष्ठ लेखापरीक्षा/ लेखा अधिकारी, ईडीपी	01	मूल कार्यालय में नियमित आधार पर SAO पद पर कार्यरत हो।	(i) बुनियादी नेटवर्किंग, हार्डवेयर, सॉफ्टवेयर, आपरेटिंग सिस्टम - विंडो, लाइनक्स आदि का ज्ञान. (ii) एमएस ऑफिस में प्रवीणता (वर्ड, एक्सेल, पावर प्वाइंट, एक्सेस). (iii) Oracle, SQL Server, MySQL, Sybase आदि जैसे डेटाबेस में से किसी एक में काम करने का अनुभव. (iv) डेटा विश्लेषण सॉफ्टवेयर जैसे आईडीईए, एसीएल और Tableau की जानकारी, आईटी ऑडिट, Knime, GeM आदि में प्रवीणता। (v) क्षे.प्र.सं./ क्षे.प्र.के. में संकाय का अनुभव रखने वाले अधिकारी को प्राथमिकता दी जाएगी। (vi) अधिकारी को संकाय के अलावा अन्य कार्य करने की आवश्यकता होगी इसलिए प्रशासन, स्थापना अनुभागों में अनुभव अतिरिक्त लाभ होगा।
2	सहायक लेखापरीक्षा / लेखा अधिकारी, ईडीपी	01	मूल कार्यालय में नियमित आधार पर AAO पद पर कार्यरत हो।	क्रम संख्या 1 जैसी योग्यता।

3	सहायक/ वरिष्ठ लेखापरीक्षा अधिकारी ई-एचआरएमएस के लिए रेगुलर टेम्पोररी	02	मूल कार्यालय में नियमित आधार पर AAO/ SAO पद पर कार्यरत हो। प्राधिकार : मुख्यालय परिपत्रसंख्या- 761/स्टाफ एसएसआर/सीसी/ 26-2021 11.11.2022	1. आईटी एप्लीकेशन और कंप्यूटर पर काम करने में प्रवीणता। 2. विभाग में मानव संसाधन या प्रशासन/ बिल से संबंधित अनुभव रखने वाले और कंप्यूटरिकरण प्रोजेक्ट्स में काम करने का अनुभव रखने वाले आवेदकों को महत्त्व दिया जाएगा। 3. आईटी से संबंधित विषयों में योग्यता रखने वाले उम्मीदवारों को भी प्राथमिकता दी जाएगी। 4. प्रतिनियुक्ति पदों के लिए आवेदकों की आयु 56 वर्ष या उससे अधिक नहीं होनी चाहिए।
4	सहायक पर्यवेक्षक/ वरिष्ठ लेखा परीक्षक / वरिष्ठ लेखाकार, लेखा परीक्षक /लेखाकार (प्रशासन) (स्तर 5/6/7)	02	सहायक पर्यवेक्षक/ वरिष्ठ लेखा परीक्षक / वरिष्ठ लेखाकार, लेखा परीक्षक / लेखाकार का पद धारण करने वाले व्यक्ति पात्र हैं प्राधिकार : मुख्यालय परिपत्रसंख्या 1-SSR/2021दिनांक 04.03.2021	निम्नलिखित प्रशासनिक कार्यों में SAO /AAO (Admn) की सहायता करना: 1. स्थापना से संबंधित काम जिनमें पीएफएमएस और आईईबीएमएस, कैश मैनेजमेंट इत्यादि शामिल हैं। 2. प्रशासन से संबंधित काम जैसे टिप्पण और मसौदा लेखन, फाइल रखरखाव, मुख्यालय तथा अन्य कार्यालयों से पत्राचार इत्यादि शामिल हैं। 3. GeM/ GISO के माध्यम से तय प्रक्रिया के अनुसार समय पर टेंडरिंग, कॉन्ट्रैक्ट और स्टोर्स मैनेजमेंट सोर्सिंग में सहायता करना। 4. भवन और छात्रावास का रख रखाव एवं निगरानी रखना और रिपोर्ट करना।
5	डाटा एंट्री ऑपरेटर (ग्रेडबी)	01	डाटा एंट्री ऑपरेटर (ग्रेडए / ग्रेडबी) का पद धारण करने वाले व्यक्ति	लिपिक के कर्तव्यों जैसे कि डायराइजिंग, डेटाएंट्री, टाइपिंग आदि के निर्वहन में अनुभव होना चाहिए। कंप्यूटर का बुनियादी ज्ञान आवश्यक है।

2. उक्त पदों के लिए क्षेत्र, मुंबई में प्रतिनियुक्ति के लिए इच्छुक अभ्यर्थी के आवेदन उनके बायोडाटा (संलग्न प्रारूप में) प्रत्येक पृष्ठ पर विधिवत सत्यापन किया गई एपीएआर की प्रमाणित प्रतियां और सतर्कता मंजूरी प्रमाण पत्र के साथ 28 अप्रैल 2023 या उससे पहले इस कार्यालय को भेजे जा सकते हैं। यह प्रमाणित किया जाना चाहिए कि आवेदकों के खिलाफ कोई भी अनुशासनात्मक/ न्यायालय/ सतर्कता मामला लंबित अथवा अपेक्षित नहीं है। डाक देरी से बचने के लिए योग्य उम्मीदवारों के आवश्यक दस्तावेजों को स्कैन कर संबंधित मूल कार्यालयों द्वारा ईमेल द्वारा भेजा जा सकता है।

3. प्रतिनियुक्ति की अवधि तीन वर्षों के लिए होगी। उसके बाद, उनकी उपयुक्तता और प्रशासनिक सुविधा के अधीन उसे बढ़ाया जा सकता है। क्षेत्र, मुंबई में काम करते समय, चयनित अधिकारी अपने मूल वेतन और मौजूदा नियमों के तहत प्रतिनियुक्ति भत्ता के भुगतान के हकदार होंगे।

4 कार्यालय में प्रतिनियुक्ति के आधार पर सामान्य नियमों और शर्तों पर कार्यरत अधिकारियों/ कर्मचारियों के आवेदन उनके संबंधित मूल कार्यालय (कार्यालयों) के माध्यम से अग्रेषित किए जाएंगे। प्रतिनियुक्ति पर कार्यरत प्रदाधिकारियों को संस्था में किसी भी पद पर आमेलन का अधिकार नहीं होगा।

5 क्षेत्रीय कार्यालयों को आरटीआई/ आरटीसी में कर्मचारियों (प्रशासन और संकाय) के संवर्धन के लिए विस्तृत निर्देश का सख्त अनुपालन हेतु जारी किए गए मुख्यालय के परिपत्र संख्या 269/Trg.Div/42-A/2019 दिनांक 18.09.2019 का संदर्भ लिया जा सकता है। उक्त परिपत्र में दिए गए निर्देश नीचे पुनः अंकित किए गए हैं:

(क) क्षेत्र कार्यालय सूचना पट्टों पर आरटीआई / आरटीसी द्वारा जारी प्रतिनियुक्ति अधिसूचनाओं को प्रदर्शित करेंगे और अधिसूचना का जवाब देने के लिए उचित समय देते हुए वो कर्मचारियों के बीच प्रसारित करेंगे।

(ख) क्षेत्र कार्यालय किसी भी आवेदन को रोकें बिना क्षेत्र/आरटीसी द्वारा विज्ञापित पद के लिए अपने अधिकारियों / कर्मचारियों से प्राप्त सभी आवेदनों को संबंधित संस्थान / केंद्र को अग्रेषित करेंगे।

(ग) चयन प्रक्रिया के पूरा होने पर, क्षेत्र कार्यालय क्षेत्र/ आरटीसी में शिक्षण / प्रशासनिक कार्यों के लिए चयनित अधिकारियों / कर्मचारियों को जल्द से जल्द कार्यमुक्त करने के लिए बाध्य रहेंगे।

(घ) क्षेत्र/ आरटीसी के लिए प्रारम्भिक प्रतिनियुक्ति अवधि 3 वर्ष के लिए होगी और उसके बाद वार्षिक आधार पर बढ़ाई जाएगी। क्षेत्र/ आरटीसी किसी भी समय पर एक प्रतिनियुक्त अधिकारी / कर्मचारी को कार्य प्रदर्शन असंतोषजनक पाये जाने पर प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है।

6. मुख्यालय के परिपत्र संख्या 398/प्रशिक्षण विभाग/42-A/2019 दिनांक 14.07.2020 के अनुसार, क्षेत्र कार्यालय द्वारा आरटीआई/ आरटीसी के विज्ञापित पदों के लिए अपने अधिकारियों/ कर्मचारियों से प्राप्त किसी भी आवेदन को वापस नहीं लेने के विषय में बिन्दु नं. 6(ख), उन आवेदकों के मामले में लागू नहीं होगा, जिन्हें 6 महीने के अंदर आरटीआई/ आरटीसी द्वारा प्रत्यावर्तित किया गया है। आवेदनों को अग्रेषित करने से पहले इस पर ध्यान दिया जा सकता है।

7. यह संस्थान सोमवार से शनिवार (दूसरा शनिवार बंद) कार्यरत रहता है।

8. भावी उम्मीदवार आवेदन करने से पहले सेवा शर्तों और कार्य आवश्यकताओं को ध्यान से देख सकते हैं। यह ध्यान दिया जा सकता है कि एक बार क्षेत्र/ आरटीसी में आवेदन भेजे जाने के बाद, इसे वापस नहीं लिया जा सकता है।

The following vacant positions at Regional Training Institute (RTI), Mumbai are proposed to be filled up on deputation basis.

Sr No.	Designation and Pay Level	No. of Posts	Eligibility	Work requirement
1	SAO, EDP	01	Holding SAO post on regular basis in the parent cadre.	(i) Knowledge of basic networking, hardware, software, OS- Window, linux etc. (ii) Proficiency in MS office (Word, Excel, Power Point, Access). (iii) Familiarity with database with working experience in one of the database like Oracle, SQL Server, MySQL, Sybase etc. (iv) Proficiency in data analysis software such as IDEA, ACL & understanding of Tableau, IT Audit, Knime, GeM etc.) (v) Experience as faculty in RTI/ RTC would be given preference.
2	AAO, EDP	01	Holding AAO/ post on regular basis in the parent cadre.	Same as Serial No 1.

3	AAO/ SAO For e-HRMS Regular Temporary	02	Holding AAO/ SAO post on regular basis in the parent cadre. HQ circular No-761/staff SSR/CC/ 26- 2021 11.11.2022	1. Proficiency in working with IT applications and computers. 2. Applicants having experience related to human resources or administration/ bills in the department and having experience of working in computerization projects will be given importance. 3. Preference will also be given to candidates having qualification in IT related subjects. 4. The age of the applicants for deputation posts should not be 56 years or more.
4	Asstt. Supervisor/ Sr Auditor/ Sr Accountant, Auditor/ Accountant	02	Persons holding the post of Asstt. Supervisor, Sr Auditor/ Sr Accountant, Auditor/ Accountant are eligible Auth: Hqs Circular No. 1-SS&R/2021 Dated 04.03.2021	To assist SAO/AAO (Admn) in the following administrative functions. Administration and Establishment in RTI, Mumbai, including: 1. Establishment functions, including operating PFMS and iBEMS, Cash Management etc. 2. Administration functions, including Noting-drafting, communication with Hqs and other offices etc. 3. Assisting in tendering as per due procedure, sourcing through GeM/ GISO, contract and stores management 4. Taking account of assets and building (including hostel) and reporting regarding the same
5	Data Entry Operator (Gr B)	01	Persons holding the post of Data Entry Operator (Gr A/ Gr B)	Should have experience in discharging the duties of clerk such as diarizing, data entry, typing, etc. Basic knowledge of computer is essential.

2. Applications of candidates who are willing to be considered for deputation to RTI, Mumbai for the above posts may be forwarded to this office on or before **28 April 2023** along with their Bio-Data (Annexure enclosed), certified copies of APAR for the last 5 years duly attested on each page and vigilance clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicants. The required documents of the eligible candidates may be scanned and sent by email by the respective Parent offices to avoid postal delay.

3. The term of deputation will be for three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RTI, Mumbai, the selected official will draw his/her basic pay plus Deputation allowance, as applicable on his/her basic pay and as admissible under extant rules.

4. The applications of the Officers/Officials working in the office on deputation basis on normal terms and conditions shall be forwarded through their respective parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the institution.

5. A reference is invited to Headquarters Circular No 269/Trg.Div/42-A/2019 dated 18.9.2019 wherein detailed instructions to field offices on augmentation of staff

(Administration and Faculty) in RTI/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 RTI/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 position advertised by RTIs/RTCs to the Institute/Centre concerned without withholding any application.

c. On completion of selection process, the field offices shall obligatory relieve the selected officers(s) for teaching/administrative assignments at the 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.

6. However, clause at SI No.6(b) regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RTIs/RTCs will not apply in case of applicants who have been reverted/repatriated in the last six (6) months from RTIs/RTCs to their parent offices as per Headquarters Circular No 398/Trg. Div/42-A/2019 dated 14.7.2020. This may please be noted before forwarding the applications.

7. The institute works from Monday to Saturday (Second Saturday closed).

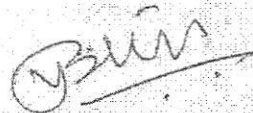
8. Prospective candidates may please go through the service conditions and work requirements carefully before they apply. It may please be noted that once an application is sent to RTI, Mumbai, it may not be withdrawn.

यह महानिदेशक, क्षेत्रीय प्रशिक्षण संस्थान, मुंबई के अनुमोदन से जारी होता है।

This issues with the approval of Director General, Regional Training Institute, Mumbai.

संलग्न: बायोडाटा फॉर्म

भवदीय



व. लेखापरीक्षा अधिकारी/प्रशासन

Applicability of Goods & Service Tax (GST)

Kindly note that GST will be applicable and the applicable GST rate has to be provided from the Principal/Seller end. Only then auction can be hosted.

However there is a notification that if "Used Vehicles, seized and confiscated goods, old and used goods, waste and scrap" are sold (i.e. supplied) by the Central Government, State Government, Union Territory or Local Authority to any Registered person within the state (i.e. intra-state), the GST and Cess on such Goods shall be paid on Reverse Charge basis by the Registered Recipient.

All Defence Units, Paramilitary Forces, Excise, Custom, Service Tax, VAT / Sales Tax, GST, Income Tax, Ministry, State Govt. Police, etc. will come under the definition of Government or Union Territory but PSU / PSB will never come under Government or Union Territory.

Detailed information is given below :-

"As per the Notification No.36/2017 Central Tax (Rate) dated 13-10-2017 read with Notification No.4/2017 Central Tax (Rate) dated 28-06-2017, if **"Used Vehicles, seized and confiscated goods, old and used goods, waste and scrap"** are sold (i.e. supplied) by the Central Government, State Government, Union Territory or Local Authority to any Registered person within the state (i.e. **intra-state**), the GST and Cess on such Goods shall be paid on **Reverse Charge basis by the Registered Recipient**.

Further as per the Notification No.37/2017 Integrated Tax (Rate) dated 13-10-2017 read with Notification No.4/2017 Integrated Tax (Rate) dated 28-06-2017 along with Corrigendum dated 30-06-2017, if **"Used Vehicles, seized and confiscated goods, old and used goods, waste and scrap"** are sold (i.e. supplied) by the Central Government, State Government, Union Territory or Local Authority to any Registered person outside the state (i.e. **inter-state**), the GST and Cess on such Goods shall be paid on **Reverse Charge basis by the Registered Recipient**.

In a way, the following three conditions must be satisfied before allowing any Principal / Govt. Units to make goods auctioned without GST Number where Buyer will deposit GST and Cess under RCM:

1. Type of goods : **Used Vehicles, seized and confiscated goods, old and used goods, waste and scrap**
2. Supplier of goods: **Central Government, State Government, Union Territory or Local Authority**
3. Receiver of goods: **Any Registered Person located in any part of India means Buyer must be registered with GST**

All Defence Units, Paramilitary Forces, Excise, Custom, Service Tax, VAT / Sales Tax, GST, Income Tax, Ministry, State Govt. Police, etc. **will come** under the definition of Government or Union Territory but PSU / PSB **will never come** under Government or Union Territory.

A standard clause **"As per Notification No.36/2017 Central Tax (Rate) dated 13-10-2017 and Notification No.37/2017 Integrated Tax (Rate) dated 13-10-2017, Principal / Seller being Govt. Unit, so GST and Cess on Goods will be deposited by Buyer under Reverse Charge Mechanism"** may be put in Auction Catalogue.

A standard sentence **"Principal / Seller has to collect the true copy of GST Certificate from Registered Buyers before delivery of Goods to them"** may be put on Delivery Order / Acceptance Letter. System Department is requested to do the needful in E-commerce Portal so that this standard sentence may be generated on each D.O. / A.L. where Seller is not having GST Registration and Registered Buyer has to deposit GST and Cess.

Please note that Govt. has not waived the GST amount on above mentioned sale but only changed the mode of collection of GST which is to be done from Receiver instead of Supplier.

BIO DATA (ANNEXURE)

1	Name in full (S/Shri/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/Neither	
9	Date of entry into Government service	
10	Date of entry in IA&AD	
11	Date and year of passing SAS examination (Please mention Civil accounts/Civil Audit/Commercial/P&T etc)	
12	Date of promotion as AAO/SAO	
13	Details of other exams passed (RAE/CPD – I, CPD – II/others)	
14	Proficiency in Computers, full details may be given	
15	Present pay and Pay level	
16	Contact Number and official email id	
17	Any other information	

Date :

Place :

Signature of the applicant

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

Signature of HOD (with Stamp)



क्षेत्रीय प्रशिक्षण संस्थान भारतीय लेखा तथा लेखापरीक्षा विभाग
पूर्वांतर क्षेत्र: लछतलेत कम्प्लेक्स, शिलांग - 793003
REGIONAL TRAINING INSTITUTE (IA&AD)
NE REGION: LACHATELETTE COMPLEX, SHILLONG-793003
PHONE: 0364-2222594, 2210203 Email: rtishillong@cag.gov.in

75
Azadi Ka
Amrit Mahotsav

संख्या/No. 73-RTI/Deptn./1-1/2022-23/Vol.XI/1941
सेवा में/To

25 MAR 2023

आईए एंड एडी के सभी विभागाध्यक्ष,
(मेलिंग सूची के अनुसार)।
All Heads of Departments of IA&AD,
(As per mailing list).

विषय: आरटीआई, शिलांग में प्रतिनियुक्ति के आधार पर रिक्त पदों को भरना।
Subject: Filling up of vacant posts on deputation basis in RTI, Shillong.

महोदय/महोदया,
Sir/Madam,

Regional Training Institute, Shillong invites applications from eligible candidates to fill up the vacant posts in the following cadres on deputation basis:-

Sl. No.	Designation and Pay Level	No. of Posts	Eligibility Criteria	Work requirement
1	Core Faculty (Gen) likely to be vacant w.e.f 31.05.2023	01	Holding SAO post on regular basis.	1. Basic computer knowledge Office and e-Office. 2. Knowledge relating to working in IA&AD is necessary. 3. Delivering lectures is mandatory. 4. Possessing ability to prepare course materials, Structured Modules (STMs) and Case studies with regard to Audit/Accounts courses. 5. To coordinate the Training Courses.
2	Asstt. Supervisor, Sr. Auditor/ Sr.Accountant/ Auditor/Accountant	02	Persons holding the post of Asstt. Supervisor, Sr.Auditor/ Sr.Accountant, Auditor/Accountant.	1. Minimum two years' experience an analogous post on regular. 2. Basic computer knowledge and e-Office. 3. Administration/Training work.
3	Private Secretary	01	Holding the post of Stenographer Gr.I.	Minimum two years' experience an analogous post on regular
4	Stenographer	01	Holding the post of Stenographer Gr.II.	
5	Asstt. Caretaker	01	Holding the post of Clerk/Typist.	
6	DEO Grade 'A'	01	Holding the post of DEO Grade 'A'	

2. Applications may be forwarded to this office on or before 20.04.2023 along with their Bio Data (Annexure enclosed), certified copies of APAR for the last 05 (five) years duly attested on each page and Vigilance Clearance Certificate. 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 may be scanned and sent by email by the respective parent offices to avoid postal delay.

3. The term of deputation will be initially for a period of three years, which may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RTI, Shillong, the selected official will draw his/her basic pay plus admissible deputation allowance under extant rules.
4. Maximum age for appointment by deputation shall not exceed 56 years as on date of application. The officials working on deputation basis shall not have right for absorption in any post in the Institution. 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).
5. 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 reiterated 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 selection process, the field offices shall obligatorily relieve the selected official(s) for 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, reserve the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.
6. However, clause at Sl. No. 5(b) regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RTIs/RTCs will not apply in case of applicants who have been reverted/repatriated in the last six (6) months from RTIs/RTCs to their parent offices as per Hqrs' Circular No.398/Trg.Div/42A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.

This issues with the approval of Director General.

Encl: As stated above.

Yours faithfully,


Core Faculty (Admn)

ANNEXURE**APPLICATION FOR THE POST OF SAO**

1.	Name in full (Shri./Smt./Ms.)	
2.	Present Post held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications:	
	(i) Educational	
	(ii) Professional	
7.	Office to which the applicant belong	
	(i) Parent Office	
	(ii) Present Office	
8.	Whether belonging to SC/ST	
9.	Date of entry into Govt. Service	
10.	Date of entry into IA&AD	
11.	Proficiency in computer, details may be given	
12.	Present Pay and Pay Level	
13.	Mobile Number and official email ID	
14.	Any other relevant details	

दिनांक/Date:

स्थान/Place:

(अवेदक के हस्ताक्षर)

(Signature of Applicant)

यह प्रमाणित किया जाता है कि उपरोक्त विवरण हमारे कार्यालय के रिकॉर्ड के अनुसार सही है।
It is certified that the above particulars furnished are correct as per our office records.

विभागाध्यक्ष के हस्ताक्षर (स्टाम्प के साथ)

Signature of the Head of the Department (with stamp)

ANNEXURE**APPLICATION FOR THE POST OF ASSTT. SUPERVISOR/SENIOR AUDITOR /SENIOR ACCOUNTANT, PRIVATE SECRETARY, STENOGRAPHER AND CLERK/D.E.O. 'A'**

1.	Name in full (Shri./Smt./Ms.)	
2.	Present Post held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications: (iii) Educational (iv) Professional	
7.	Office to which the applicant belong (iii) Parent Office (iv) Present Office	
8.	Whether belonging to SC/ST	
9.	Date of entry into Govt. Service	
10.	Date of entry into IA&AD	
11.	Proficiency in computer, details may be given	
12.	Present Pay and Pay Level	
13.	Mobile Number and official email ID	
14.	Any other relevant details	

दिनांक/Date:

स्थान/Place:

(आवेदक के हस्ताक्षर)

(Signature of Applicant)

यह प्रमाणित किया जाता है कि उपरोक्त विवरण हमारे कार्यालय के रिकॉर्ड के अनुसार सही हैं।

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

विभागाध्यक्ष के हस्ताक्षर (स्टाम्प के साथ)

Signature of the Head of the Department (with stamp)

Circular

परिपत्र-

संख्या: क्षे.प्र.सं./नागपुर/प्रतिनियुक्ति/2022-23/812

दिनांक: 29-03-2023

In supersession of this office's circular no 802 dated 29.03.2023 applications are invited to fill up the post of Senior Audit Officer/Senior Accounts Officer (IS Core faculty), Assistant Audit Officer/ Assistant Accounts Officer (IS Core faculty), Personal Secretary to Director General, Clerk and Driver in Regional Training Institute, Nagpur from eligible Officers and Staff on Deputation basis from personnel having less than 56 year of age as per existing rules of deputation in Central Government for the post from the field offices of IA&AD.

In terms of Training Division Circular no. 269/Trg. Div./42-A/2019 dated 18-9-2019, the initial deputation period will be 3 years and extendable on yearly basis. However, Regional Training Institute reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

Vide headquarters' circular No. 1-SS&R/2019 No. 1718-Staff (S&R)/Misc/4A-2013 dated 01-11-2019 for the post of Senior Audit Officer/Senior Accounts Officer/Core faculty, Assistant Audit Officer/Assistant Accounts Officer may also apply for the post of core faculty.

The eligibility criteria for the different posts to be filled in on deputation basis are following: -

इस कार्यालय के परिपत्र क्र. 802 दिनांक 29.03.2023 में सुधार करते हुए क्षेत्रीय प्रशिक्षण संस्थान, नागपुर में वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी (आईएस संकाय), सहायक लेखापरीक्षा अधिकारी/लेखा सहायक अधिकारी (आईएस संकाय), महानिदेशक के निजी सचिव, क्लर्क तथा ड्राइवर पदों को भरने के लिए भारतीय लेखापरीक्षा और लेखा विभाग के सभी क्षेत्र कार्यालयों 56 वर्ष से कम आयु के कर्मचारियों से आवेदन आमंत्रित किए जाते हैं, प्रतिनियुक्ति, केंद्र सरकार के मौजूदा नियमों के अनुसार योग्य अधिकारियों और कर्मचारियों का चयन किया जायेगा मुख्यालय के प्रशिक्षण प्रभाग परिपत्र संख्या 269/Trg.Div./42-A/2019 दिनांक 18-9-2019 के अनुसार, प्रारंभिक प्रतिनियुक्ति अवधि 3 वर्ष होगी और वार्षिक आधार पर विस्तार योग्य होगी। हालाँकि, क्षेत्रीय प्रशिक्षण संस्थान किसी भी समय किसी प्रतिनियुक्तिकर्ता को प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है, यदि उसका प्रदर्शन असंतोषजनक पाया जाता है।

मुख्यालय के परिपत्र क्रमांक 1-SS &R/2019 No. 1718-Staff(S&R)/Misc/4A-2013 दिनांक 01-11-2019 के अनुसार वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी (संकाय) पद के लिए सहायक लेखापरीक्षा अधिकारी / सहायक लेखा अधिकारी भी आवेदन कर सकते हैं।

प्रतिनियुक्ति के आधार पर भरे जाने वाले विभिन्न पदों के लिए पात्रता मानदंड निम्नलिखित हैं: -

Designation	No. of Posts	Work	Work Experience
Sr. A.O/ A.A.O	02	IS Faculty	In-depth knowledge and experience in delivering lectures on computer based training programmes like MS Office, Oracle, CAATs-IDEA, Tableau, PL/SQL, IT Audit, Website applications etc. Position will also require to develop training materials for IS Courses.
Private Secretary/P.A. to Director General	01	All secretarial work	Holding similar post in any office. The official shall report to the Director General, RTI, Nagpur.
Clerk	02	Administration and training related work	Holding similar post in any office.
Driver	01	Car driving	Should possess a valid Driving license for motor car, should be at least 10th pass, should be able to repair minor defects in the vehicle, should be fully conversant with traffic rules and should have an minimum experience of three years of motor car driving. Working on similar post/grade.

The requirement may kindly be circulated and names of interested officers and staff may be forwarded along with following documents latest by 30th April 2023.

इच्छुक अधिकारियों और कर्मचारियों के नाम 30/04/2023 तक निम्नलिखित दस्तावेजों के साथ भेजे जा सकते हैं।

1. Particulars of the applicants (Bio-data).
2. Vigilance clearance certificate: It may be got certified that no disciplinary/ court/vigilance case is either pending or contemplated against applicant.
3. Certified copies of ACRs/APARs dossiers for the last 05 years.
4. Officials below the age of 56 as on the date of this Notification alone are eligible to apply.
1. आवेदकों का विवरण (बायो-डेटा)।
2. सतर्कता मंजूरी प्रमाणपत्र: यह प्रमाणित किया जाय कि आवेदक के खिलाफ कोई अनुशासनात्मक / न्यायालयीन / सतर्कता का मामला या तो लंबित है या उस पर कोई विचार नहीं किया गया है।
3. पिछले 05 वर्षों के लिए एसीआर / एपीएआर डोजियर की प्रमाणित प्रतियां।
4. इस अधिसूचना की तिथि तक 56 वर्ष से कम आयु के अधिकारी/कर्मचारी ही आवेदन करने के पात्र होंगे।

(Authority: Director General's order dated 29.03.2023)

Sr. Audit Officer/Admin

Circular

परिपत्र-

संख्या: क्षे.प्र.सं./नागपुर/प्रतिनियुक्ति/2022-23/802

दिनांक: 29-03-2023

Applications are invited to fill up the post of Senior Audit Officer/Senior Accounts Officer (IS Core faculty), Assistant Audit Officer/ Assistant Accounts Officer (IS Core faculty), Assistant Supervisor, Personal Secretary to Director General, Clerk and Driver in Regional Training Institute, Nagpur from eligible Officers and Staff on Deputation basis from personnel having less than 56 year of age as per existing rules of deputation in Central Government for the post from the field offices of IA&AD.

In terms of Training Division Circular no. 269/Trg. Div./42-A/2019 dated 18-9-2019, the initial deputation period will be 3 years and extendable on yearly basis. However, Regional Training Institute reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

Vide headquarters' circular No. 1-SS&R/2019 No. 1718-Staff (S&R)/Misc/4A-2013 dated 01-11-2019 for the post of Senior Audit Officer/Senior Accounts Officer/Core faculty, Assistant Audit Officer/Assistant Accounts Officer may also apply for the post of core faculty.

The eligibility criteria for the different posts to be filled in on deputation basis are following: -

क्षेत्रीय प्रशिक्षण संस्थान, नागपुर में वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी (आईएस संकाय), सहायक लेखापरीक्षा अधिकारी/लेखा सहायक अधिकारी (आईएस संकाय), महानिदेशक के निजी सचिव, क्लर्क तथा ड्राइवर पदों को भरने के लिए भारतीय लेखापरीक्षा और लेखा विभाग के सभी क्षेत्र कार्यालयों 56 वर्ष से कम आयु के कर्मचारियों से आवेदन आमंत्रित किए जाते हैं, प्रतिनियुक्ति, केंद्र सरकार के मौजूदा नियमों के अनुसार योग्य अधिकारियों और कर्मचारियों का चयन किया जायेगा मुख्यालय के प्रशिक्षण प्रभाग परिपत्र संख्या 269/Trg.Div./42-A/2019 दिनांक 18-9-2019 के अनुसार, प्रारंभिक प्रतिनियुक्ति अवधि 3 वर्ष होगी और वार्षिक आधार पर विस्तार योग्य होगी। हालाँकि, क्षेत्रीय प्रशिक्षण संस्थान किसी भी समय किसी प्रतिनियुक्तिकर्ता को प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है, यदि उसका प्रदर्शन असंतोषजनक पाया जाता है।

मुख्यालय के परिपत्रक क्रमांक 1-SS &R/2019 No. 1718-Staff(S&R)/Misc/4A-2013 दिनांक 01-11-2019 के अनुसार वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी (संकाय) पद के लिए सहायक लेखापरीक्षा अधिकारी / सहायक लेखा अधिकारी भी आवेदन कर सकते हैं।

प्रतिनियुक्ति के आधार पर भरे जाने वाले विभिन्न पदों के लिए पात्रता मानदंड निम्नलिखित हैं: -

Designation	No. of Posts	Work	Work Experience
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Private Secretary/P.A. to Director General	01	All secretarial work	Holding similar post in any office. The official shall report to the Director General, RTI, Nagpur.
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इच्छुक अधिकारियों और कर्मचारियों के नाम 30/04/2023 तक निम्नलिखित दस्तावेजों के साथ भेजे जा सकते हैं।

1. Particulars of the applicants (Bio-data).
 2. Vigilance clearance certificate: It may be got certified that no disciplinary/ court/vigilance case is either pending or contemplated against applicant.
 3. Certified copies of ACRs/APARs dossiers for the last 05 years.
 4. Officials below the age of 56 as on the date of this Notification alone are eligible to apply.
1. आवेदकों का विवरण (बायो-डेटा)।
 2. सतर्कता मंजूरी प्रमाणपत्र: यह प्रमाणित किया जाय कि आवेदक के खिलाफ कोई अनुशासनात्मक / न्यायालयीन / सतर्कता का मामला या तो लंबित है या उस पर कोई विचार नहीं किया गया है।
 3. पिछले 05 वर्षों के लिए एसीआर / एपीएआर डोजियर की प्रमाणित प्रतियां।
 4. इस अधिसूचना की तिथि तक 56 वर्ष से कम आयु के अधिकारी/कर्मचारी ही आवेदन करने के पात्र होंगे।

(Authority: Director General's order dated 29.03.2023)

Sd/-

Sr. Audit Officer/Admin

To

All Offices of IA&AD as per mailing list (cag-all-offices@lsmgr.nic.in)

Subject: Deputation Assignment at Regional Training Centre, Bengaluru for filling up of One post of AAO(Core-Faculty General Courses) and One post of Auditor.

Sir/Madam,

1. RTC Bengaluru caters to the capacity building requirements of nine offices of Indian Audit & Accounts Department located in Bengaluru and Hubli.
2. Applications are invited for the following posts that are currently vacant in RTC Bengaluru:

Sl. No.	Post	Job description	Eligibility	No. of vacancies
01.	AAO (Core-Faculty General Courses)	<ul style="list-style-type: none"> To prepare draft course schedules of General Courses To organize faculties for General Courses To take classes in General Courses To prepare Course Materials and Case Studies To prepare Structured Training Modules (STMs) for General Courses. Any other work assigned by Seniors. 	<ol style="list-style-type: none"> 1. Holding of analogous post of AAO 2. SAS passed officials, awaiting promotion, are also eligible to apply. 3. Experience in handling lectures 4. Handling of Administrative Activities. 5. Aptitude to deliver lectures on Auditing, Administrative Issues etc. 6. Good Communication Skills 7. To handle Administrative Post 	One
02.	Sr. Auditor/ Auditor	<ul style="list-style-type: none"> Assisting SAO /AAO in making logistic arrangements for RAC Meetings. Departmental meetings. Regular Trainings and Conferences. Maintenance of Registers and periodical closings of all Registers. Any other work assigned by the Senior Officers. 	<ol style="list-style-type: none"> 1. Holding the post of Assit. Supervisor/ Sr. Auditors/ Sr. Accountants /Auditors/ Accountants. 2. Should possess reasonable IT skills i.e. use of MS Office, MS Excel, web browsing and E-Office. 3. Knowledge of file management, noting, drafting, etc. 	One

3. Applications of officials who are willing to be considered for deputation in RTC, Bengaluru for the above mentioned posts may forward the application to RTC Bengaluru through proper channel on or before 28.04.2023 along with their biodata in the format prescribed in Annexure I, certified copies of APAR for the last five years duly attested on each page by the competent authority. A certificate to state that no disciplinary/court/vigilance case is either pending or contemplated against the applicant should also be forwarded along with the application.
4. The successful candidates would be decided by the selection committee and would be approved by the competent authority. Necessary practical test/personal interview may also be conducted as per the order of the competent authority.
5. The term of deputation for the posts will be initially for a period of three years and extendable on yearly basis thereafter. RTC, however, reserves the right to repatriate a deputationist at any time even before three years.
6. Deputed officers/officials will be entitled for deputation allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.
7. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of application for the post.
8. Wide publicity may be given to this circular and attention to Headquarters Circular no: 269/Trg/Div/42-A/2019 dated 18-09-2019 is invited which inter-alia stipulates that the field offices should display/circulate deputation notifications issued by RTIs/RTCs among staff and forward such applications received to RTIs/RTCs.
9. In General, all the extant rules applicable for deputation to any post in IA&AD are to be taken to have been included in this notification.

This issues with the approval of Principal Director, RTC, Bengaluru

Yours faithfully,

Sr. Administrative Officer/
RTC, Bengaluru

Annexure I

Bio-data Format Deputation post for which application submitted:

1	Full Name	
2	Office where currently posted	
3	Designation	
4	Parent Office	
5	Date of entry into Government service	
6	Date of entry into IAAD	
7	Date of promotion to current designation	
8	Date of Birth	
9	Educational Qualification	
10	Professional Qualification(CISA/CISSP/CIA/CISM etc)	
11	Proficiency in Computers	
12	Additional Expertise/Qualification, if any	
13	Experience in training	
14	Experience in organising events/workshops etc	
15	e-mail id	
16	Mobile number	

16 Details of Employment, in chronological order (including deputation posts)

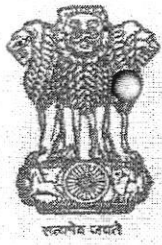
Office/institution	Post held on regular basis	From	To	Basic pay in the PB/Pay Matrix, Grade pay	Nature of Duties highlighting the experience linked to the post applied for

I have carefully gone through the Vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature:

Date:





क्षेत्रीय प्रशिक्षण संस्थान

REGIONAL TRAINING INSTITUTE

भारतीय लेखापरीक्षा और लेखा विभाग

INDIAN AUDIT & ACCOUNTS DEPARTMENT

No.RTI/Jpr/F.5/K-151/Depu/CoreFaculty/Vol-V/2022-23/1075

दिनांक : 28.03.2023

सेवामें,

समस्त विभागाध्यक्ष,

भारतीय लेखापरीक्षा और लेखा विभाग के समस्त कार्यालय,

विषय :- संकाय सदस्य के एक (01) रिक्त पद को प्रतिनियुक्ति के आधार पर भरे जाने के संबंध में।

Subject: - Regarding the filling of one (01) vacant post of Core Faculty on deputation basis.

महोदय/महोदया Sir/Madam,

One post of Core Faculty is to be going vacant in June 2023 in the institute which is to be filled on deputation basis. Applications are invited to fill up the below mentioned post in RTI, Jaipur on deputation basis through proper channel (duly forwarded with approval of the cadre controlling officer).

संस्थान में जून 2023 में संकाय सदस्य के एक पद रिक्त होने जा रहा है जिसे प्रतिनियुक्ति के आधार पर भरा जाना है। क्षेत्र.प्र.सं., जयपुर में प्रतिनियुक्ति के आधार पर नीचे उल्लेखित पद को भरने के लिए उचित माध्यम (कैडर नियंत्रण अधिकारी की मजूरी के साथ विधिवत अंग्रेजित) से आवेदन आमंत्रित किए जाते हैं।

S.No. /क्र.सं.	Post/पद	No of Post/ पदों की संख्या	Eligibility/Requirement योग्यता/आवश्यकता
1	Core faculty/ SAO संकाय सदस्य/ वरिष्ठ लेखापरीक्षा अधिकारी	01 (एक)	<ul style="list-style-type: none"> Holding Senior Audit Officer post on regular basis in the parent cadre. मूल कार्यालय में नियमित आधार पर वरिष्ठ लेखापरीक्षा अधिकारी के पद पर कार्यरत हो। The candidate must have experience of field audit work and should have aptitude to deliver lectures. उम्मीदवार के पास फील्ड ऑडिट कार्य का अनुभव होना चाहिए और व्याख्यान देने का कौशल होना चाहिए। The candidate should be adept at working in IT Environment. उम्मीदवार आईटी वातावरण में काम करने के लिए अनुकूल होना चाहिए। Applicants with 56 years of age or above should not apply for the deputation post. प्रतिनियुक्ति पद के लिए आवेदकों की आयु 56 वर्ष या उससे अधिक नहीं होनी चाहिए।

All the IA&AD offices are requested to follow the instructions of the Headquarters circular Hqrs circular no. 269/Trg. Div./42-A/2019, dated 18.09.2019 and No. 398/Trg. Div./42-A/2019, dated: 14.07.2020.

सभी कार्यालयों से अनुरोध है कि मुख्यालय के परिपत्र सं. 269/Trg.Div./ 42-A/2019, दिनांक 18.09.2019 तथा No. 398/Trg.Div./42-A/2019, दिनांक 14.07.2020 के निर्देशों की मालना करें।

ए.जी. कॉलोनी, बजाज नगर, जयपुर - 302015

A.G. Colony, Bajaj Nagar, Jaipur - 302015

दूरभाष/ Tel.: 0141-2704709, फैक्स/ Fax: 0141-2702927

ई-मेल/ E-mail: rtijaipur@cag.gov.in, वेबसाइट/ Website: www.rtiiaipur.cag.gov.in

Terms of deputation & selection process

1. As per Headquarters circular no. 1-SS&R/2019, No. 1718-Staff(S&R)/Misc./4A-2013 dated 01.11.2019, core faculty posts of Sr.AO are inter-changeability into AAO and vice versa. Therefore, if suitable SAO is not available, applications of AAOs can also be considered for the post

मुख्यालय के परिपत्र संख्या No. 1718-Staff(S&R)/Misc./4A-2013 दिनांक 01.11.2019 के अनुसार, संकाय सदस्य/वरिष्ठ लेखापरीक्षा अधिकारी का पद एवं सहायक लेखापरीक्षा अधिकारी का पद अंतर-परिवर्तनीय हैं। इसलिए यदि आर.टी.आई. के लिए उपयुक्त वरिष्ठ लेखापरीक्षा अधिकारी नहीं मिलता है, तो पद के लिए सहायक लेखापरीक्षा अधिकारी के आवेदनों पर भी विचार किया जा सकता है।

2. The deputation period initially for three years from date of joining which extendable subject to willingness of the officer and at the discretion of the competent authority. However, the RTI, reserves the right to repatriate a deputationist at any time during his/her deputation, if his/her performance is found unsatisfactory.

प्रारम्भिक प्रतिनियुक्ति अवधि कार्यभार ग्रहण करने से तीन वर्ष की रहेगी जिसे आगे अधिकारी की इच्छा और प्राधिकारी के विवेक पर आगे बढ़ाई जा सकती है। हालाँकि, अगर प्रतिनियुक्त अधिकारी का प्रदर्शन (performance) असंतुष्ट पाया जाता है तो RTI को उसे प्रतिनियुक्ति अवधि के दौरान भी प्रत्यावर्तित करने का अधिकार होगा।

3. The application of officers willing to serve in RTI, Jaipur in the above mentioned capacity may kindly be forwarded along with the following documents latest by 27.04.2023.

उपयुक्त कार्यक्षमता अनुसार क्षेत्र प्र.सं., जयपुर में सेवा देने के इच्छुक अधिकारियों के आवेदन को निम्नलिखित दस्तावेजों के साथ कृपया दिनांक 27.04.2023 तक भेजें।

- i) Particulars of applicant/Bio-data (Annexure enclosed).
आवेदक / बायो-डेटा (संलग्न संलग्न) के विवरण।
- ii) Vigilance clearance Certificate: It may be certified that no Disciplinary/Court/Vigilance case is pending or contemplated against the applicant.
सतर्कता मंजूरी प्रमाण पत्र: यह प्रमाणित किया जा सकता है कि आवेदक के खिलाफ कोई अनुशासनात्मक/ न्यायालय / सतर्कता का मामला लंबित या विचाराधीन नहीं है।
- iii) Attested copies of APARs dossier for the last 3 years.
पिछले 3 वर्षों के लिए APARs dossier की सत्यापित प्रतियाँ।
- iv) Name of only those candidate be recommended who can be relived immediately on selection.
केवल उन्हीं अभ्यर्थियों के नाम की अनुशंसा करे जिन्हें चयन पर तुरंत कार्यमुक्त किया जा सकता है।
This issues with the approval of the Director General.
यह सहानिदेशक महोदय द्वारा अनुमोदित है।

Yours faithfully/भवदीय,


Sr. Administrative Officer (Admn)/
वरिष्ठ प्रशासनिक अधिकारी/प्रशासन

APPLICATION FOR THE POST OF Core faculty/Sr. Audit Officer

7

1.	Name of full(S/Shri/Smt/Ms)	
2.	Present Post held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications i) Educational ii) Professional	
7.	Office to which the applicant belongs i) Parent Office ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Date of entry into IA&AD	
11.	Whether probation period complete or not	
12.	Present Pay Level and Pay	
13.	Proficiency in computers, Details may be given	
14.	Mobile Number and officials email ID	
15.	Work experience	
16.	Any other relevant details	

Date:

(Signature of Applicant)

Place:

It is certified that the above particulars furnished are correct as per our office records and no disciplinary/vigilance action is pending against him/her.

Signature of the Head of the Department (with Stamp)



3

क्षेत्रीय प्रशिक्षण संस्थान
REGIONAL TRAINING INSTITUTE
भारतीय लेखापरीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
 No.RTI/Jpr/F.5/K-97/Depu./Gr.-B&C(NG)/2022-23/ 01
 दिनांक:- 01.04.2023

To/सेवा में,

All HoDs/ समस्त विभागाध्यक्ष,

All IA&AD's offices/ भारतीय लेखापरीक्षा और लेखा विभाग के समस्त कार्यालय,

Subject: - Regarding filling one (01) vacant post of Assistant Supervisor on deputation basis.

विषय :- सहायक पर्यवेक्षक के एक (01) रिक्त पद को प्रतिनियुक्ति के आधार पर भरे जाने के संबंध में।

महोदय/महोदया Sir/Madam,

One post of Assistant Supervisor is proposed to be filled in the institute on deputation basis. Applications are invited through proper channel (duly forwarded with approval of the cadre controlling officer) for filling up the below mentioned post on deputation basis in RTI, Jaipur.

संस्थान में सहायक पर्यवेक्षक के एक पद को प्रतिनियुक्ति के आधार पर भरा जाना प्रस्तावित है। क्षेत्र.सं., जयपुर में प्रतिनियुक्ति के आधार पर नीचे उल्लिखित पद को भरने के लिए उचित माध्यम (कैडर नियंत्रण अधिकारी की मंजूरी के साथ विधिवत अग्रहित) से आवेदन आमंत्रित किए जाते हैं।

S.No./ क्रम.	Post/पद	No of Post/ पदों की संख्या	Eligibility/Requirement योग्यता/आवश्यकता
1	Assistant Supervisor (सहायक पर्यवेक्षक)	01 (एक)	<ul style="list-style-type: none"> Holding Assistant Supervisor post on regular basis in the parent cadre मूल कार्यालय में नियमित आधार पर सहायक पर्यवेक्षक के पद पर कार्यरत हो Preference will be given to the candidates having experience in administration, training, e-office, PFMS, IBEMS and general department. प्रशासन, प्रशिक्षण, ई-ऑफिस, PFMS, IBEMS और सामान्य विभाग में अनुभव रखने वाले उम्मीदवारों को प्राथमिकता दी जाएगी। Having good knowledge of computers. कंप्यूटर का अच्छा ज्ञान होना।

As per Headquarters circular no.1-SS&R/2021, No.1/SSR/Implementation/Asstt.Sup./RTI/RTC/02-2021 dated 04.03.2021, Asstt. Supervisor, Sr. Auditor /Sr. Accountant, and Auditor/Accountant are inter-changeable. Therefore, if suitable Asstt. Supervisor is not available, applications of Sr. Auditor/Sr. Accountant and Auditor/Accountant can also be considered for the post.

ए.जी. कॉलोनी, बजाज नगर, जयपुर - 302015

A.G. Colony, Bajaj Nagar, Jaipur - 302015

दूरभाष/ Tel.: 0141-2704709, फैक्स/ Fax: 0141-2702927

ई-मेल/ E-mail: rtijaipur@cag.gov.in, वेबसाइट/ Website: www.rtiJaipur.cag.gov.in

मुख्यालय के परिपत्र संख्या no.1-SS&R/2021, No.1/SSR/Implementation/Asstt.Sup./RTI/RTC/02-2021 दिनांक 04.03.2021 के अनुसार सहायक पर्यवेक्षक, वरिष्ठ लेखापरीक्षक/ वरिष्ठ लेखाकार तथा लेखापरीक्षक/लेखाकार के पद अंतर-परिवर्तनीय हैं। इसलिए यदि श्रे.प्र.सं. के लिए उपयुक्त सहायक पर्यवेक्षक नहीं मिलता है, तो पद के लिए वरिष्ठ लेखापरीक्षक/वरिष्ठ लेखाकार तथा लेखापरीक्षक/लेखाकार के आवेदनों पर भी विचार किया जा सकता है।

The tenure of one term of posting on deputation basis would be initially for a period of 3 years (as per Hqrs circular no. 269/Trg. Div./42-A/2019, dated 18.09.2019 and No. 398/Trg. Div./42-A/2019, dated: 14.07.2020) extendable subject to willingness of the employee and at the discretion of the competent authority. However, the RTI, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory. Deputation allowance will be payable as per rules from the date of joining.

प्रतिनियुक्ति के आधार पर पद की प्रारम्भिक अवधि 3 वर्ष (मुख्यालय के परिपत्र सं. 269/Trg. Div./42-A/2019, दिनांक 18.09.2019 तथा No. 398/Trg. Div./42-A/2019, दिनांक 14.07.2020) की होगी जिसे आगे कर्मचारी की इच्छा और प्राधिकारी के विवेक पर आगे बढ़ाई जा सकती है। हालांकि, अगर प्रतिनियुक्त कर्मचारी का प्रदर्शन (performance) असंतुष्ट पाया जाता है तो, RTI को उसको प्रत्यावर्तित करने का अधिकार होगा। कार्यग्रहण की तिथि से नियमानुसार प्रतिनियुक्ति भत्ता देय होगा।

The application of officials willing to serve in RTI, Jaipur in the above mentioned capacity may kindly be forwarded along with the following documents latest by 01.05.2023.

उपयुक्त कार्यक्षमता अनुसार श्रे.प्र.सं. जयपुर में सेवा देने के इच्छुक अधिकारियों के आवेदन को निम्नलिखित दस्तावेजों के साथ कृपया दिनांक 01.05.2023 तक भेजें।

- i) Particulars of applicant/Bio-data (Annexure enclosed).
आवेदक / बायो-डेटा (संलग्न संलग्न) के विवरण।
- ii) Vigilance clearance Certificate: It may be certified that no Disciplinary/Court/Vigilance case is pending or contemplated against the applicant.
सतर्कता मंजूरी प्रमाण पत्र: यह प्रमाणित किया जा सकता है कि आवेदक के खिलाफ कोई अनुशासनात्मक / न्यायालय / सतर्कता का मामला लंबित या विचाराधीन नहीं है।
- iii) Attested copies of APARs dossier for the last 3 years.
पिछले 3 वर्षों के लिए APARs dossier की सत्यापित प्रतियाँ।
- iv) Name of only those candidate be recommended who can be relived immediately on selection.
केवल उन्हीं अभ्यर्थियों के नाम की अनुशंसा करें जिन्हें चयन पर तुरंत कार्यमुक्त किया जा सकता है।

This Issues with the approval of the Director General.

यह महानिदेशक महोदय द्वारा अनुमोदित है।

Yours faithfully/भवदीय,

Sr. Administrative Officer (Admn)/

वरिष्ठ प्रशासनिक अधिकारी/प्रशा.

APPLICATION FOR THE POST OF ASSTT. SUPERVISOR

1.	Name of full(S/Shri/Smt/Ms)	
2.	Present Post held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications i) Educational ii) Professional	
7.	Office to which the applicant belongs i) Parent Office ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Post & Date of entry into IA&AD	
	i) Post (from.....to.....)	
	ii) Post (from.....to.....)	
	iii) Post (from.....to.....)	
	iv) Post (from.....to.....)	

11.	Date of promotion on post of AAO	
12.	Whether probation period complete or not	
13.	Present Pay Level and Pay	
14.	Proficiency in computers, Details may be given	
15.	Mobile Number and officials email ID	
16.	Work experience	
17.	Any other relevant details	

Date: _____
 Place: _____
 It is certified that the above particulars furnished are correct as per our office records and no disciplinary/vigilance action is pending against him/her.

(Signature of Applicant)

Signature of the Head of the Department (with Stamp)