OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)
HIMACHAL PRADESH SHIMLA, 171003

No.Admn./A/2022-23/430 **Date:-03/01/2023**

Subject :- **Filling up of posts of AAO (OIOS), AAO (eHRMS) and AAO (Trg) in RTI, Jammu.**

Regional Training Institute, Jammu vide their letter No. 781,780 &779 dated 9.12.2022 (copies enclosed) has proposed to fill up the post of Asstt. Audit Officer for the One IAAD One System (OIOS), Asstt. Audit/Accounts Officer for (implementation of e-HRMS) and Asstt. Audit/Accounts Officer for Training Branch on deputation basis in their office.

The willing officers/officials who fulfill the terms & conditions can apply for the above post to Administration section by or before due date for apply.

Authority: Dy. Accountant General (A) s' order in file No. Admn./
G-15(iii)/RTI/ Deput./ 2022-23.

Encls: as above

Dinesh Kumar Sharma
Senior Accounts Officer

Ends:-Admn./G-15(iii)/RTI/Deput./2022-23/3560-61 **Dated:-ApprovedDate#**

Copy forwarded to the following for information and necessary action:-

1. Notice Board/Official website
2.'A' series file/Admn.

Dinesh Kumar Sharma
Senior Accounts Officer

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)
HIMACHAL PRADESH SHIMLA, 171003

No.Admn./A/2022-23/431 **Date:-ApprovedDate#**

Subject :- **Deputation at Regional Training Institute (RTI), Mumbai.**

Regional Training Institute, Mumbai has proposed to fill up the posts of AAO/SAO for e-HRMS, Asstt. Supervisor/Sr. Auditor/Sr. Accountant, Auditor/Accountant and DEO Gr. B on deputation basis in their office.

The willing officers/officials who fulfill the terms & conditions (copy enclosed) can apply for the above post to Administration section by or before due date.

Authority: Dy. Accountant General (A) s' order in file No. Admn./G-15(iii)/RTI/ Deput./ 2022-23.

Encls: as above

Dinesh Kumar Sharma
Senior Accounts Officer

Ends:-Admn./G-15(iii)/RTI/Deput./2022-23/3562-63 Dated:-ApprovedDate#
Copy forwarded to the following for information and necessary action:-

1. Notice Board/Official website
2.'A' series file/Admn.

Dinesh Kumar Sharma
Senior Accounts Officer

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) HIMACHAL PRADESH SHIMLA, 171003

No.Admn./A/2022-23/432 Date:-ApprovedDate#

Subject :- **Filling up of posts of AAO (e-HRMS) and AAO (Admin) in RTC, Delhi.**

Regional Training Centre, Delhi has proposed to fill up the post of AAO-Functional Helpdesk for eHRMS and AAO (Admin.) on deputation basis in their office.

The willing officers/officials who fulfill the terms & conditions

(copy enclosed) can apply for the above post to Administration section **by or before 26.12.2022.**

Authority: Dy. Accountant General (A) s' order in file No. Admn./G-15(iii)/RTI/ Deput./ 2022-23.

Encls: as above

Dinesh Kumar Sharma
Senior Accounts Officer

Ends:-Admn./G-15(iii)/RTI/Deput./2022-23/3564-65 Dated:-ApprovedDate#
Copy forwarded to the following for information and necessary action:-

1. Notice Board/Official website
2.'A' series file/Admn.

Dinesh Kumar Sharma
Senior Accounts Officer

[Cag-all-offices] Deputation for the one post of AAO in RTI-Jammu for implementation of One IAAD One System (OIOS).

From : Regional Training Institute Jammu <rtijammu@cag.gov.in>
Fri, Dec 09, 2022 04:41 PM
1 attachment

Subject : [Cag-all-offices] Deputation for the one post of AAO in RTI-Jammu for implementation of One IAAD One System (OIOS).

To : CAG-ALL-OFFICES <CAG-ALL-OFFICES@lsmgr.nic.in>

महानिदेशक, क्षेत्रीय प्रशिक्षण संस्थान, जम्मू

सं.: क्षे.प्र.सं./जम्मू/प्रशि./2022-23/456
दिनांक: 09.12.2022

सेवा में,

भारत के नियंत्रक एवं महा लेखा परीक्षक
के सभी कार्यालय।

विषय: Deputation for the one post of AAO in RTI-Jammu for implementation of One IAAD One System (OIOS).

महोदय/महोदया,

उपरोक्त विषय पर इस कार्यालय का पत्र सं. No. RTI/J/A/Dep/2022-23/781 दिनांक: 09-12-2022 आवश्यक कार्रवाई हेतु प्रेषित किया जाता है।

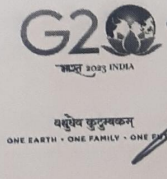
अनुलग्नक:- 01

भवदीय,

हस्ता/-
वरि. प्रशासनिक अधिकारी (प्रशा.)

Regional Training Institute, Jammu, Pr AG(Audit) Office Complex, Shakti Nagar, J&K,Jammu-180 001
Phone Office +91 191 2580598,+91 191 2585599 FAX +91 191 2585488 Hostel +91 191 2581165
Visit us at https://cag.gov.in/rti/jammu





उप महालेखाकार (ले0 व ह0) सचिवालय
आवक डायरी नं: 554
दिनांक: 12/12/2022

उप - महालेखाकार
आवक डायरी सं. 482
दिनांक 12/12

CAG-ALL-OFFICES mailing list -- cag-all-offices@lsmgr.nic.in
To unsubscribe send an email to cag-all-offices-leave@lsmgr.nic.in

DFA AAO (OIOS).docx
18 KB

314
12/12/2022

OFFICE OF THE DIRECTOR GENERAL REGIONAL TRAINING INSTITUTE,JAMMU

No: RTI/J/A/ Dep/2022-23/781
Dated:09/12/2022

To

CAG-AllOffices(aspermailinglist)

Subject: DeputationfortheonepostofAAOinRTI-Jammuforimplementation ofOneIAADOneSystem(OIOS).

Madam/Sir,

Incontinuationtothisofficenotification No:RTI/J/A/2022-23/Dep/721Dated: 04/11/2022, applications are again invited from desirous candidates with regard todeputationassignment as per instructions given below.

S.No.	Post	No ofvacancies
1.	Asstt:AuditOfficer fortheOne IAADOneSystem(OIOS)	01

EligibilityCriteria

1. HoldinganalogouspostofA.A.O.
2. KnowledgerelatingtooverallAuditingin IA&ADisnecessary.
3. Regularworkingproficiencyincomputersandcomfortinusing ITisnecessary.Specializedtechnical qualificationsincomputersarehighlydesirable.
4. Theapplicantwith56yearsofageoraboveshouldnotapplyforthedeputation post.
5. Theofficershallbe responsibletosupportcapacitybuilding,handholdingandasfunctionalOIOShelpdesk forC&AGofficeandfield offices.

Termsofdeputation&selectionprocess

1. All officers who are willing should apply for the deputation through their respectiveParentOffices.TheParentOfficesarerequestedtoforwardsuchapplicationsalongwiththe Bio-dataandAPARsforthelastfiveyearsdulyattestedoneachpagetothisInstitute,soastoreachthisInstitut elatestby**30/12/2022**.Itmaybecertifiedthatnodisciplinary/court/vigilance case is either pending or contemplated against the applicant.The required documents of the eligible candidates forwarded by the respective Parentofficesmaybescanned andsent byemailtoavoidpostaldelay.
2. The RTI/RTC reserves the right to repatriate a deputationist at any time, if his/herperformanceis found unsatisfactory.
3. The initial period of deputation will be for a period of three years and isextendable thereafter subject to performance of officer and further approval ofCompetentAuthority.
4. The selectedofficerwillbeentitledtoTrainingallowanceasperinstructionsprevailingfrom time totime.

5. Selection of a suitable officer shall be made through the appropriate selectionprocedureforknowledgeandskillbasedjobsandtheselectionoftheapplicantshall benotified.

6. Maximumagelimitfordeputationshouldnotexceed56yearsasontheclosingdateofapplication for thepost.

A reference is invited to Headquarters circular***No. 269/Trg. Div./42-A/2019 dated18.09.2019*** wherein detailed instructions to field offices on augmentation of staff(Administration and Faculty) in RTIs/RTCs were issued for strict compliance. Theinstructions inthe said circularare re-iteratedbelow:

a Fieldofficesshalldisplaythedeputationnotificationsissuedby RTIs/RTCsonthenoticeboards andcirculateamongthestaffgivingreasonabletimetothecandidatesforrespondingtothenotificatio n;

b Fieldofficesshallforwardallapplicationsreceivedfromtheirofficers/staffagainstthe positions advertised by RTIs/RTCstothe concernedInstitute/Centre, withoutwithholdinganyapplication;

c On completion of the selection process, the field offices shall obligatorily relievethe selected officer(s) for teaching/administrative assignments at RTIs/RTCs at theearliest.

ThisissueswiththeapprovaloftheDirectorGeneral,R.T.I.Jammu.

Yoursfaithfully,
Sd/-
Sr.AdministrativeOfficer(A)

महालेखाकार (ले० व ह०) सचिवालय
धारण डायरी नं: 556
तारीख: 12/12/22

OFFICEOFTHEDIRECTORGENERALREGIONALTRAININGINSTITUTE, JAMMU

No: RTI/J/A/2022-23/Dep/780
Dated:09-12-2022

To

CAG-AllOffices(aspermailinglist),

Subject: DeputationforthepostsofAAO(eHRMS)inRTI-Jammu–regarding.

Sir/Madam,

Theapplicationsareinvitedfromdesirouscandidateswithregardto deputationassignmentasperinstructionsgivenbelow.

S.No.	Post	No ofvacancies
1.	Asstt:Auditofficer/Asstt.AccountsOfficerfor(implementationofeHRMS)	02

EligibilityCriteria

1. HoldinganalogouspostofA.A.O
2. KnowledgerelatingtooverallAuditinginIA&ADisnecessary.
3. **Theapplicantshouldnecessarilyhaveproficiencyforhandlingofe HRMS**
4. Regularworkingproficiencyincomputersandcomfortinusing ITisnecessary.
5. TheofficershallberesponsibleforalltheassignedworkrelatingtotheeHRMSor anyotherworkwhichwillbeassignedbytheDirectorGeneral.

Termsofdeputation&selectionprocess

1. All officers who are willing should apply for the deputation through their respective ParentOffices. The Parent Offices are requested to forward such applications along with the Bio-data and APARs for the **last two years** duly attested on each page to this Institute, so as toreachthisInstitutelatestby**30/12/2022**.Itmaybecertifiedthatnodisciplinary/court/vigilancecaseiseitherpendingorcontemplatedagainsttheapplicant.Therequireddocumentsoftheeligiblecandidatesforwardedbytherespectiveparentofficesmaybescannedandsentbyemailtoavoidpostaldelay.
2. TheRTI/RTCreservestherighttorepatriateadeputationistatanytime,ifhis/herperformanceisfoundunsatisfactory.
3. The selected officer will be entitled to deputation allowance as per instructionsprevailingfromtime totimeup to 28/02/2023andfurtherextension issubjecttotheHeadquarterapproval.
4. Selectionofasuitableofficershallbemadethroughtheappropriateselectionprocedureforknowledgeandskill basedjobsandthe selectionoftheapplicantshallbenotified.
5. Maximumagelimitfor deputationshouldnotexceed56yearsasontheclosingdateofapplicationforthepost.
6. A reference is invited to Headquarters Circular ***No. 269/Trg. Div./42-A/2019 dated18.09.2019*** wherein detailed instructions to field offices on augmentation of staff(Administration and Faculty) in RTIs/RTCs were issued for strict compliance. Theinstructionsinthe saidcircularare re-iteratedbelow:

a. Field offices shall display the deputation notifications issued by RTIs/ RTCs on thenoticeboardsandcirculateamongthestaffgivingreasonabletimetothecandidatesforrespondi ngtothenotification;

b. Field offices shall forward all applications received from their officers/staff againstthe positionsadvertisedby RTIs/RTCstotheconcernedInstitute/Centre,withoutwithholdinganyapplication;

c. On completion of the selection process, the field offices shall obligatorily relievethe selected officer(s) for teaching/administrative assignments at RTIs/RTCs at theearliest.

Thisissueswiththe approvaloftheDirectorGeneral,R.T.I. Jammu.

Yours faithfully,
Sd/-
Sr.AdministrativeOfficer(A)

OFFICEOFTHEDIRECTORGENERALREGIONALTRAININGINSTITUTE, JAMMU

No: RTI/J/A/2022-23/Dep/779

Dated:09-12-2022

To

CAG-AllOffices(aspermailinglist),

Subject: DeputationfortheonepostofAAO(Trg)inRTI-Jammu-regarding

Sir/Madam,

IncontinuationtothisofficenotificationNo:RTI/J/A/2021-22/Dep/722 dated: 04/11/2022, applicationsareagaininvitedfrom desirous candidates with regard tothisdeputationassignmentas perinstructionsgivenbelow.

S.No.	Post	Noofvacancies
1.	Asstt:Auditofficer/Asstt.AccountsOfficer forTraining Branch	01

EligibilityCriteria

1.Holding analogouspostofA.A.O forlast twoyearsormore.
2..KnowledgerelatingtooverallAuditinginIA&ADisnecessary.
3. Regularworking proficiencyincomputersandcomfortinusingITisnecessary.
4. TheofficershallberesponsibleforalltheassignedworkrelatingtotheAAO traininginthisoffice

Termsofdeputation&selectionprocess

1. All officers who are willing should apply for the deputation through their respective ParentOffices. The Parent Offices are requested to forward such applications along with the Bio-data and APARs for the **last two years or more, as the case may be** duly attested on eachpagetothisInstitute,soastoreachthisInstitutelatestby**30/12/2022**. Itmaybecertifiedthatno disciplinary/court/vigilance case is either pending or contemplated against the applicant.The required documents of the eligible candidates forwarded by the respective Parent officesmaybescannedandsentbyemailtoavoidpostaldelay.

2 TheRTI/RTCreservestherighttorepatriateadeputationistatanytime,ifhis/herperformanceisfound unsatisfactory.

3 The term of deputation shall be initially for a period of 03 years and the selected officerwillbeentitledtodeputationallowanceasperinstructionsprevailingfromtimetotime.

4 Selectionofasuitableofficershallbemadethroughtheappropriateselectionprocedureforknowledge andskillbasedjobsandtheselectionoftheapplicantshallbenotified.

5 Maximumagelimitfor deputationshould notexceed56yearsasontheclosing dateofapplicationforthepost.

12.12.22

Sd/- AG Admn

Sd/- AO Admn

317
12/12/2022

उप-महालेखाकार (लेखा व हक) सचिवालय
डायरी नं: 557
दिनांक: 12/12/2022
हस्ताक्षर: Lent.

उप-महालेखाकार
डायरी सं. 485
दिनांक 12/12
हस्ताक्षर

3. A reference is invited to Headquarters Circular ***No. 269/Trg. Div./42-A/2019 dated18.09.2019*** wherein detailed instructions to field offices on augmentation of staff(Administration and Faculty) in RTIs/RTCs were issued for strict compliance. Theinstructionsinthe saidcirculararere-iteratedbelow:

a. Fieldofficesshalldisplaythedeputationnotificationsissuedby RTIs/ RTCsonthenotice boards and circulate among the staff giving reasonable time to the candidates forrespondingtothenotification;

b. Field offices shall forward all applications received from their officers/staff againstthepositions advertisedby RTIs/RTCs totheconcernedInstitute/Centre,withoutwithholdinganyapplication;

c. On completion of the selection process, the field offices shall obligatorily relievethe selected officer(s) for teaching/administrative assignments at RTIs/RTCs at theearliest.

ThisissueswiththeapprovaloftheDirectorGeneral,R.T.I.Jammu.

Yoursfaithfully,
Sd/-
Sr.AdministrativeOfficer(Admn)

भारतीय लेखा परीक्षा और लेखा विभाग

INDIAN AUDIT & ACCOUNTS DEPARTMENT

क्षेत्रीय प्रशिक्षण संस्थान

REGIONAL TRAINING INSTITUTE

मुंबई 400051

MUMBAI 400051

सं/क्षेप्रसं मुंबई / प्रतिनियुक्ति / 2022-23/2471

दिनांक 09.12.2022

परिपत्र – 07/ CIRCULAR - 07

सेवा में

मेलिंग सूची के अनुसार IA & AD के सभी कार्यालय

CAG-ALL-OFFICES@lsmgr.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 लिखित 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	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	1. आईटी एप्लीकेशन और कम्प्यूटर पर काम करने में प्रवीणता। 2. विभाग में मानव संसाधन या प्रशासन/ बिल से संबन्धित अनुभव रखने वाले और कंप्यूटरिकरण प्रोजेक्ट्स में काम करने का अनुभव रखने वाले आवेदकों को महत्तव दिया जाएगा। 3. आईटी से संबन्धित 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।

315
12/12/2022

12/12

A.A.O (A)

उप-महालेखाकार
डायरी सं. 483
दिनांक 12/12

प्र0 महालेखाकार (ले0 व ह0) सचिवालय
साधारण डायरी नं: 555
दिनांक: 12/12/2022
हस्ताक्षर :

			11.11.2022	
2	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 परिपत्र संख्या।- SSR/2021 दिनांक 04.03.2021	निम्नलिखित प्रशासनिक कार्यों में SAO /AAO (Admn) की सहायता करना: 1. स्थापना से संबन्धित काम जिनमें पीएफएमएस और आईईबीएमएस, कैश मैनेजमेंट इत्यादि शामिल हैं। 2. प्रशासन से संबन्धित काम जैसे टिप्पण और मसौदा लेखन, फ़ाइल 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।
3	डाटा एंट्री ऑपरेटर (ग्रेडबी)	01	डाटा एंट्री ऑपरेटर (ग्रेडए / ग्रेडबी) कापदधारणकरनेवा लेव्यक्ति	लिपिक के कर्तव्यों जैसे कि डायराइजिंग, डेटा एंट्री, टाइपिंग आदि के निर्वहन में अनुभव होना चाहिए। कंप्यूटर का बुनियादी ज्ञान आवश्यक है।

2. उक्त पदों के लिए क्षेप्रसं, मुंबई में प्रतिनियुक्ति के लिए इच्छुक अभ्यर्थी के आवेदन उनके बायो-) डाटासंलग्न प्रोफॉर्मा में), प्रत्येक पृष्ठ पर विधिवत सत्यापन किया गया एपीएआर की प्रमाणित प्रतियां और सतर्कता मंजूरी प्रमाण पत्र के साथ 24 दिसम्बर 2022 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। क्षेप्रसं, 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 पदाधिकारियों को संस्था में किसी भी पद पर आमेलन का अधिकार नहीं होगा।

5 क्षेत्रीय कार्यालयों को आरटीआई/आरटीसी में कर्मचारियो (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 पुन: अंकित किए गए हैं:

(क) क्षेत्र कार्यालय सूचना पट्टों परआरटीआई / 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 रोके बिना क्षेप्रसं /आरटीसी द्वारा विज्ञापित पद के लिए अपने अधिकारियों / कर्मचारियों से प्राप्त सभी आवेदनों को संबन्धित संस्थान / केंद्र को अग्रेषित करेंगे ।

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

(घ) क्षेप्रसं / आरटीसी के लिए प्रारम्भिक प्रतिनियुक्ति अवधि 3 वर्ष के लिए होगी और उसके बाद वार्षिक आधार पर बढ़ाई जाएगी। क्षेप्रसं / 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 मे बिन्दु नं. 6(ख), उन आवेदकों के मामले मे लागू नहीं होगा, जिन्हे 6 महीने के अंदर आररटीआई/ 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 क्षे प्र सं, मुंबई 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	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.
2	Asstt. Supervisor/ Sr Auditor/ Sr Accountant, Auditor/ Accountant Level (5/6/7) (Admin)	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. Adminstration 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
3	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 **24 December 2022** along with their Bio-Data (Annexure enclosed), certified copies of APAR for the last 5 years duly attested on each page and vigilance cleafance 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 Sl 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 क्षेत्रीय प्रशिक्षण संस्थान, मुंबई के महानिदेशक के अनुमोदन से जारी होता है।

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

संलग्न: बायो डाटा फॉर्म

भवदीय

व. लेखापरीक्षाअधिकारी/प्रशासन

BIO-DATA / CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into service	
	ii) Date of retirement under Central / State Government Rules.	
4.	Educational Qualifications	
5.	Whether educational and other qualifications required for the post are satisfied. **(If any, qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)**	

Qualifications / Experience required as mentioned in the advertisement/ vacancy circular	**Qualifications /experience possessed by the officer**
Essential A) Qualification B) Experience	**Essential** A) Qualification B) Experience
	other A) Qualification B) Experience

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs **by the Administrative Ministry/Department/Office** at the time of issue of Circular and issue of Advertisement in the Employment News.

5.2 In the case of Degree and Post Graduate Qualifications Elective / Main subjects and subsidiary subjects may be indicated **by the candidate.**

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भारतीय लेखापरीक्षा तथा लेखा विभाग (Indian Audit & Accounts Department)
कार्यालय महानिदेशक लेखा परीक्षा (केन्द्रीय प्राप्ति) नई दिल्ली
O/o The Director General of Audit (Central Receipt) New Delhi
क्षेत्रीय प्रशिक्षण केन्द्र दिल्ली।
Regional Training Centre, Delhi
'A' Wing, 5th floor, AGCR Building, Indraprastha Estate, New Delhi – 110002.
☎011-23454328/332 011-23702271 Email:- rtinewdelhi@cag.gov.in, website:- https://cag.gov.in/rti/delhi/en

लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

No. क्षे .प्र.के./संकाय प्रतिनियुक्ति/20/2019-20/Vol IV /659 दिनांक:- 07 .12.2022

To

All Offices of IA&AD
(As per mailing list)

Subject: - Filling up of posts of AAO (e-HRMS) and AAO(Admin) in RTC, Delhi.

Sir/Madam,

The Regional Training Centre, Delhi requires services of eligible candidates for filling up following post on deputation basis as per Headquarters instructions.

Faculty Post	No. of Vacancies
AAO – Functional Helpdesk for eHRMS	02
AAO(Admin)	01

1. Eligibility conditions and job requirement for both the posts are given in Annexure-I.

2. The deputation will initially be for a period of one (1) year, which may be extended by the competent authority subject to continued suitability and administrative convenience.

3. Deputation allowance would be admissible to these posts as per extant instructions issued by the Government of India and Hqrs Office from time to time.

4. Applications of all interested and eligible officers may please be forwarded along with the following documents latest by **31 December 2022** to the Dy. Director, Regional Training Centre, Delhi.

   - Biodata of applicant in prescribed format (Annexure-II)
   - Vigilance clearance certificate
   - Attested copies of APARs dossier for the last five years

5. Selection of suitable candidate will be made by following appropriate selection procedure about which the applicant will be notified in due course.

6. A Reference is invited to Headquarters Circular No. 269/Trg.Div./42-A/2019 dated 18.09.2019 wherein the detailed directions to field offices on augmentation of staff position in RTC/RTCs were issued. The important issues addressed by Headquarters office in the said circular are as below: -

   - Field offices shall display the deputation notifications issued by RTIs/RTCs on the notice boards.
   - Field offices shall circulate the notification among staff members by giving reasonable time to candidates for responding to the notification.

प्र० महालेखाकार (ले० व ह०) सचिवालय
साधारण डायरी नं: 551
दिनांक: 08/12/2022
हस्ताक्षर:

313
9/12/2022

DAG Sect (P&F)
Diary No. 480
Signature with Date
09/12/22

9/12/22
A. A. O (A)

- Field offices shall forward all applications received from their officers against the positions advertised by RTI/RTCs without withholding any application.
- On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignment.

7. Wide publicity may please be given to this notification to encourage participation of officers for taking up the assignment in RTC, Delhi.

8. This issues with the approval of Director General of Audit (Central Receipt).

Yours faithfully,

Sr. Audit Officer (RTC)

Annexure-I

Eligibility conditions and job requirements

Eligibility for the Post of AAO (e-HRMS Helpdesk)

1. Holding analogous post of A.A.O.
2. Sr. A.O. with appropriate skills may also apply, as the post is interchangeable.
3. Officials below 56 years of age as on 1/1/2023 would be considered.
4. The requirement of the job is to support the capacity building, handholding and to act as functio e-HRMS help desk in RTC, Delhi.
5. Officials with good communications skills and comfortable in using IT systems shall be preferred the post.

Eligibility for the Post of AAO (Admin)

1. Holding analogous post of AAO.
2. The officer would be required to handle all administrative and establishment activities at RTC.
3. Ability to handle lectures is desirable
4. The applicants below 56 years of age as on 1/1/2023 would be considered.

Annexure-II

Bio data of applicant for the post of _____

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.	Date & Year of passing SAS Examination (Please mention Civil Audit/Commercial/P&T/Railway/Defense Audit)	
12.	Date of promotion as AAO	
13.	Details of other exams passed (RAE/CPD-I,CPD-II/Others)	
14.	Proficiency in computers, Details may be given	
15.	Present Pay Level and Pay	
16.	Mobile Number and officials email ID	
17.	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 disciplinary/vigilance action is pending against him/her.

Signature of the Head of the Department (with Stamp)