

कार्यालय महालेखाकर (लेखापरीक्षा) मेघालय, शिलांग - 793001
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT) MEGHALAYA,
SHILLONG - 793 001.

C I R C U L A R

No.Admn/Audit/Deptn/RTI/Vol.IV/2020-21/1876.

Date : 07.12.2020

1. **Regional Training Institute (RTI), Mumbai**, has invited applications for filling up of the following vacant positions on deputation basis :-

Sl.No	Designation and Pay Level	No. of Posts	Work	Work requirement
1.	Assistant Audit Officer- Level 8/9	01	Administration	To assist SAO (Admn) in the following administrative functions. Administration and Establishment in RTI Mumbai, including : DDO functions, including PFMS and iBEMS, Cash Management Personnel management, including supervision of outsourced personnel. Timely tendering as per due procedure, sourcing through GeM/GISO, contract and stores management Interacting with CPWD on building and maintenance Hostel management Supporting training programmes (including IA&AS and international participants) Any other work assigned by Director General, RTI
2.	Private Secretary Level 7	01	Reporting to Director General	Should have at least five years' experience of secretarial work in Level 6, reasonable IT skill i.e., use of MS office and web browsing and good communication skills.

The deputation will be initially for a period of three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience.

Willing and eligible candidates are requested to submit their application so as to reach Administration Section latest by **09.12.2020**.

2 **Regional Training Institute (RTI), Jaipur**, has invited applications for filling up one post of Auditor on deputation basis :-

Sl.No	Post	No. of Post	Eligibility/Requirement
1.	Auditor	01	1. Holding Auditor post on regular basis in the parent cadre 2. Preference will be given to the candidates having experience in administration and general department. 3. Having good knowledge of computers.

The tenure of one term of posting on deputation basis would be initially for a period of three years and extendable subject to willingness of the employee and at the discretion of the authority competent.

Willing and eligible candidates are requested to submit their application so as to reach Administration Section latest by **15.12.2020**.

3 Regional Training Institute (RTI), Hyderabad, has invited applications for filling up one vacant post of IS Core Faculty on deputation basis :-

Eligibility Criteria :

The Senior Audit Officers/Assistant Audit Officer working in IA&AD should have :-

- * In-depth knowledge and experience in operating Computer applications (including IDEA Oracle PL/SQL Programming Microsoft Office Website applications etc) and aptitude to deliver lectures and experience in IT Audit.
- * Knowledge in working with Data Analytics software like Tableau Knime Qlikview is desirable.
- * Ability in development and maintenance of IS systems Website and e-office.
- * Ability in preparation of Course material and Structured Training Modules (STMs) for IS Courses.

Maximum age limit for appointment by deputation shall not exceed 56 years as on date of application for the post. The term of deputation will be initially for a period of three years and may be extended thereafter subject to his/her continued suitability and administrative convenience.

Willing and eligible candidates are requested to submit their application so as to reach Administration Section latest by **21.12.2020**.

Sd/-

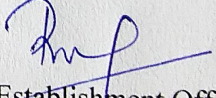
Deputy Accountant General (Admn)

Memo No. Admn/Audit/Deptn/RTI/Vol.IV/2020-21/1877-1879.

Date : 07.12.2020

Copy forwarded for information to:-

1. All AAOs incharge of Sections/Sectors with a request to bring to the notice of concerned officials within their respective Sections/Sectors.
2. Notice Boards.
3. Secy to AG (Audit)


Establishment Officer