



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, राँची
Indian Audit and Accounts Department
Regional Training Institute, Ranchi

No.RTI-RAN/Admn. – 24/Deptn/Non Faculty/2020-21/140

Date – 22.07.2021

To

All Offices as per Mailing List of IA&AD.

Subject: - Deputation assignment for filling up of 1 post of Personal Secretary to the Director General

Sir/Madam,

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

Sl. No	Post	Eligibility
1	1 post of Personal Secretary/Steno to Director General	1. Holding analogous post 2. Should have at least five years' experience of secretarial work 3. Should possess reasonable IT skill i.e. use of MS Office and web browsing. 4. Should possess good communication skill 5. Age of applicants should not be more than 56 years

Terms & Conditions:

1. The term of deputation will be initially for three years and extendable thereafter on yearly basis subject to the continued suitability of the official and administrative convenience of this office.
2. While working at RTI, the official will be entitled to deputation allowance as admissible. However, officials drawing MACP/NFU pay are not eligible for Deputation Allowance.
3. Other existing terms and conditions in respect of deputation will be applicable.
4. Applications from willing and eligible officials along with following documents may be forwarded to this office latest by **08.08.2021** for consideration.
 - (i) Bio data (format enclosed).
 - (ii) Certified copy of last five years APAR
 - (iii) Vigilance Clearance Certificate
 - (iv) Certificate to the effect that the particulars given by the applicants are correct.

5. A reference may be invited to Headquarters circular No 269/Trg Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to the field offices on augmentation of staff (Administration and Faculty) have been issued for strict compliance. The instructions in said circular are reproduced below:

- (i) Field offices shall display the deputation notification issued by RTI on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification
- (ii) Field offices shall forward all applications received from their offices/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application.
- (iii) On completion of selection process, the field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignment at RTIs/RTCs at the earliest.
- (iv) The initial deputation period to RTI/RTC however, reserves the right to repatriate a deputations at time, if his/her performance is found unsatisfactory.

Encl:-Annexure

भवदीय ,
मिथिलेश

व लेखा परीक्षा अधिकारी/प्रशा
(Sr Audit Officer/Admin)

Copy to:

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

Bio Data (Annexure)

1	Name	
2	Post Held	
3	Date of Birth	
4	Qualifications i) Educational ii) Professional	
5	Office to which the applicant belongs I) Parent office II) Present Office	
6	Date of Entry into IA&AD	
7	Proficiency in computers	
8	Present Pay and Pay Level	
9	Mobile No and Official Mail ID	
10	Permanent Address	
11	Present Address	
12	Any other relevant details	

Date:

Place

Signature of applicant

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

Signature of Head of the Office (With Stamp)