



सत्यमेव जयते

क्षेत्रीयप्रशिक्षणसंस्थानभारतीयलेखातथालेखापरीक्षाविभागपूर्वोत्तरक्षेत्रः

लछतलेतकम्प्लेक्स, शिलांग- 793003

REGIONAL TRAINING INSTITUTE (IA & AD) NE REGION:

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No. RTI/Deptn./1-1/ Vol.X/2021-22/ 544

To

07 OCT 2021

All Heads of Departments of IA&AD,  
(As per mailing list).

**Sub: Filling up of one post of AAO at RTI, Shillong on deputation basis for One IAAD One System (OIOS) helpdesk in RTIs/RTCs.**

**Ref: 1) HQrs' Office U.O. No. 549-ISW/23-2019 dated 13.08.2021.**

**2) Staff/S&R Wing letter No.658/Staff (S&R)/CC/26-2021 dated 29.09.2021.**

Sir/Madam,

A reference is invited to Headquarters' office letter No.691-ISW/23-2019 dated 04.10.2021 regarding the subject cited above. In view of this, applications are invited from willing AAOs/Sr. AOs of IA&AD for filling up of one post of AAO on deputation basis for One IAAD One System (OIOS) helpdesk in RTIs/RTCs on usual terms and conditions as prescribed by DoPT, GoI and as amended from time to time. The admissibility and the eligibility criteria for the post are given below:

Sl. No.	Posts	No. of Post	Purpose	Eligibility/Requirement
1.	<ul style="list-style-type: none"> <li>• AAO for the One IAAD One System (OIOS).</li> <li>• The post will be interchangeable between Sr. AO &amp; AAO</li> </ul>	01	-The AAO shall be responsible for support, capacity building, handholding and as functional OIOS helpdesk for CAG HQ Office, field and branch offices.	<ul style="list-style-type: none"> <li>• Holding analogous post of AAO.</li> <li>• AAO with wide exposure to Audit and comfortable in using IT systems shall be preferred for the post.</li> <li>• Specialized technical qualifications in computer are highly desirable.</li> </ul>

				<ul style="list-style-type: none"> <li>• The applicants with 56 years of age or above should not apply for the deputation post.</li> </ul>
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**Terms of deputation & selection process.**

1. Deputation Allowance would be admissible as per instructions prevailing from time to time.
2. The nature of work may require travel to Delhi and outstation.
3. 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 position in RTIs/RTCs were issued. The important issues addressed by Headquarters office in the said circular are as under:
  - Field offices shall display the deputation notifications issued by RTIs/RTCs in their notice boards.
  - Field offices shall circulate the notification among the staff by giving reasonable time to candidates for responding to the notification.
  - Field offices shall forward all applications received from their officers against the positions advertised by RTIs/ RTCs without withholding any application.
  - On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
  - The deputation shall be for a period from the date of entertainment to 28.02.2022.
4. Wide publicity may please be given to this notification to encourage participation of officers for the assignment in RTI, Shillong.

The application of officers willing to serve in RTI, Shillong in the above mentioned capacity may kindly be forwarded along with the following documents-

- a) Bio-data of candidate (in enclosed format).
  - b) Certificate to the effect that particulars given by the applicant is correct.
  - c) Vigilance/Disciplinary clearance certificate: It may be certified that no Disciplinary/Vigilance/Court Case(s) is either pending or being contemplated against the applicant.
  - d) Integrity certificate.
  - e) Certified copies of APARs for the last 5 years
5. Selection of the candidate will be finalized in consultation with Chief Technology Officer.

It is requested to kindly forward the applications of willing Officers who fulfill the above criteria, in the enclosed proforma along with your recommendation, latest by **05.11.2021**.

This issues with the approval of Director General.

**Encl: As above.**

**Yours faithfully,**

*Om*  
7/10/2021

**Sr. Accounts Officer (Admn.)**

**Bio-Data**

1.	Name	
2.	Designation	
3.	Date of birth	
4.	Qualification (i) Educational: (ii) Professional:	
5.	Name of office to which the officer belongs  (i) Parent office: (ii) Office in which working at present.	
6.	Whether the officer belongs to SC/ST.  If yes, please mention category.	
7.	Date of entry into Govt. Service	
8.	Date of entry into IA&AD	
9.	Date & Year of passing SOG Examination (please mention whether Commercial, Civil, Accounts, Railway, Postal or Defence Audit)	
10.	Date of promotion as AAO/SAO	
11.	Number of years completed in the grade as on date: (a) AAO (b) Sr.AO	
12.	Present pay	

I/65630/2021

13	Experience	
14	Details of other exam(s) passed	
15	Proficiency in Computer. Details may be given	
16	Contact details (Mobile and email)	

The information furnished above is correct to the best of my knowledge.

**Signature of the Candidate**