



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/2021-22/469

Date – 10.12.2021

To

All Offices as per Mailing List of IA&AD.

Subject: - Deputation assignment for filling up of 1 post of Auditor/Accountant or Sr Auditor/Sr Accountant at RTI, Ranchi

Sir/Madam,

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

Sl No	Post	Eligibility
1	One post of Auditor/Accountant, Sr Auditor/Sr Accountant or Asstt. Supervisor	1. Holding analogous post 2. Should possess reasonable IT skill i.e. use of MS Office and web browsing. 3. Should possesses good communication skill 4. Should not be above 56 year of age.

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 in RTI, the official will be entitled to deputation allowance as admissible.
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 31.12.2021:**
 - a) Biodata (format enclosed).
 - b) Certificate by the Head of office to the effect that the particulars given by the applicants are correct.
 - c) Certified copy of last five years APAR
 - d) Vigilance Clearance Certificate

[Note: The willing officers who are already on deputation may forward their application through their cadre controlling authority]

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 in RTIs/RTCs (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 officers/staff against the advertised post to the concerned RTIs/RTCs, without withholding any application.
- (iii) On completion of selection process, the field offices shall obligatorily relieve the selected officials for teaching/administrative assignment at RTIs/RTCs at the earliest.
- (iv) The initial deputation period to RTI/RTC will be of three years. However, the Institute reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

Yours faithfully,

M. K. Ra
10.12.21

Sr Audit Officer/Admn.

Bio Data (Annexure)

1.	Name	
2.	Post Held	
3.	Date of Birth	
4.	Qualifications v) Educational vi) Professional	
5.	Office to which the applicant belongs v) Parent Office vi) Present Office	
6.	Date of Entry into IA&AD	
7.	Date of promotion to the present post	
8.	Details of knowledge & experience in the field of IT.	
9.	Present Pay and Pay Level	
10.	Mobile No and official Mail ID	
11.	Permanent Address	
12.	Present Address	
13.	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)