



कार्यालय प्रधान महालेखाकार ( लेखा व हकदारी )  
हिमाचल प्रदेश, शिमला-171003  
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)  
HIMACHAL PRADESH, SHIMLA-171003



No.Admn./A/2021-22/385

Dated :- 11.01.2022

**Circular**

**Subject:** Regarding filling one (01) post of Assistant Supervisor on deputation basis.

Regional Training Institute, Jaipur has proposed to fill up one post of Assistant Supervisor on deputation basis in their office.

The willing officials who fulfill the terms & conditions (copies enclosed) of the office can apply for the above post to Administration section by or before 20.01.2022.

—sd/—

Sr. Accounts Officer (Admn.)

**Ends:-Admn./G-15(i)/Deput./2021-22/3275-76**

**Dated:-11.01.2022**

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

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

Sr. Accounts Officer (Admn.)



क्षेत्रीय प्रशिक्षण संस्थान  
REGIONAL TRAINING INSTITUTE  
भारतीय लेखापरीक्षा और लेखा विभाग  
INDIAN AUDIT & ACCOUNTS DEPARTMENT

No.RTI/Jpr/F.5/K-97/Depu./Gr.-B&C(NG)/2021-22/ 802  
Dated: 27.12.2021

To,

All HoDs,  
All IA&AD's offices,

Subject: - Regarding filling one (01) post of Assistant Supervisor on deputation basis.  
Sir/Madam,

Applications are invited through proper channel (duly forwarded with approval of the cadre controlling officer) for filling up the below mentioned post on deputation basis in RTI, Jaipur.

| S.N | Post                 | No of Post | Pay Level | Eligibility/Requirement  |
|-----|----------------------|------------|-----------|--|
| 1   | Assistant Supervisor | 01 (One)   | 7         | <ul style="list-style-type: none"><li>• Holding Assistant Supervisor post on regular basis in the parent cadre</li><li>• Preference will be given to the candidates having experience in administration, training, e-office, PFMS, iBEMS and general department.</li><li>• Having good knowledge of computers.</li><li>• Applications of above 56 years age limit as on closing date and receipt of applications will not be considered</li><li>• In case of applicants who have been reverted/repatriated in last six(6) months from RTIs/RTCs to their parent office, will not eligible.</li></ul> |

The tenure of one term of posting on deputation basis would be initially for a period of 3 years (as per Hqrs circular no. 269/Trg. Div./42-A/2019, dated 18.09.2019 and No. 398/Trg. Div./42-A/2019, dated: 14.07.2020) extendable subject to willingness of the employee and at the discretion of the competent authority. However, the RTI, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory. Deputation allowance will be payable as per rules from the date of joining.

The application of officials willing to serve in RTI, Jaipur in the above mentioned capacity may kindly be forwarded along with the following documents latest by 28.01.2022.

- Particulars of applicant/Bio-data (Annexure enclosed).
- Vigilance clearance Certificate: It may be certified that no Disciplinary/Court/Vigilance case is pending or contemplated against the applicant.
- Attested copies of ACRs/APARs dossier for the last 3 years.
- Name of only those candidate be recommended who can be relived immediately on selection.

This issues with the approval of the Director General.

Yours faithfully,

Sr. Administrative Office (Admn)

ए.जी. कॉलोनी, बजाज नगर, जयपुर - 302015.

A. G. Colony, Bajaj Nagar, Jaipur - 302015

दूरभाष/ Tel.: 0141-2704709, फैक्स/ Fax: 0141-2702927

ई-मेल/ E-mail : rtijaipur@cag.gov.in, वेबसाईट/ Website : www.rtiJaipur.cag.gov.in

**APPLICATION FOR THE POST OF ASSISTANT SUPERVISOR**

|     |   |  |
|-----|---|--|
| 1.  | Name of full(S/Shri/Smt/Ms)   |  |
| 2.  | Present Post held   |  |
| 3.  | Permanent Address   |  |
| 4.  | Present Address   |  |
| 5.  | Date of Birth   |  |
| 6.  | Qualifications<br>i) Educational<br>ii) Professional  |  |
| 7.  | Office to which the applicant belongs<br>i) Parent Office<br>ii) Present Office   |  |
| 8.  | Whether belongs to SC/ST/Neither  |  |
| 9.  | Date of entry into Government Service   |  |
| 10. | Post & Date of entry into IA&AD<br>i) Post (from.....to.....)<br>ii) Post (from.....to.....)<br>iii) Post (from.....to.....)<br>iv) Post (from.....to.....) |  |
| 11. | Date of promotion on post of Asstt. Supervisor  |  |
| 12. | Whether probation period complete or not  |  |
| 13. | Present Pay Level and Pay   |  |
| 14. | Proficiency in computers, Details may be given  |  |
| 15. | Mobile Number and officials email ID  |  |
| 16. | Work experience   |  |
| 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 no disciplinary/vigilance action is pending against him/her.

Signature of the Head of the Department (with Stamp)