



भारतीय लेखापरीक्षा तथा लेखा विभाग  
क्षेत्रीय प्रशिक्षण संस्थान, चेन्नई  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
REGIONAL TRAINING INSTITUTE, CHENNAI

RTI-20283(U1)/1/2022-ADMN/020

Dt. 18.04.2022

To  
All the Heads of Offices,  
(as per IA&AD mailing list)

Sub: Filling up of post of Faculty Member (Commercial) in  
RTI, Chennai on deputation basis-reg.

Sir/Madam,

In continuation to this office notification no. RTI-20283(U1)/1/2022-ADMN/383 dt.24.02.2022 calling for applications for filling up of one post of Faculty Member (Commercial) in RTI, Chennai on deputation basis, the due date for receipt of applications has been extended upto 22.04.2022.

This issues with the approval of Director General.

Yours faithfully,

Sr.Audit Officer(Admn.)



भारतीय लेखापरीक्षा तथा लेखा विभाग  
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INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
REGIONAL TRAINING INSTITUTE, CHENNAI

No.RTI-20283(U1)/1/2022-ADMN/383

Dt..24.02.2022

To  
All the Heads of the Department in IA&AD  
(As per mailing list)

Sub: Filling up of post of Faculty Member in RTI, Chennai on deputation basis.

Sir/Madam,

Applications are invited from eligible candidates for filling up of ONE post of Faculty Member, for handling Commercial Courses, on deputation basis, on usual terms and conditions.

2. The term of deputation will be initially for a period of three years extendable on yearly basis subject to administrative convenience and consent of lending Office/HQrs.

3. Age of the willing Officer should not exceed 56 years as on date of issue of this Notification.

4. Selected candidate is eligible for Training Allowance at the admissible rates.

It is requested that names of willing Senior Audit Officers/Senior Accounts Officers in Pay Level 10 of Matrix and above and who fulfil the eligibility criteria may be forwarded along with their bio-data in the format prescribed along with certificate of no charges / vigilance case pending / court case pending and grading of the individual in APAR/SPARROW for last five years (i.e.,) from 2016-17 to 2020-21 on or before 31.03.2022

Attention to Headquarters circular No.269/Trg.Div./42-A.2019 dated 18.09.2019 is invited which inter-alia stipulates that field offices should display / circulate deputation notifications issued by RTIs/RTCs among staff and forward all such applications received to RTIs/RTCs.

A copy of the duties attached to the post is enclosed herewith.

This issues with the approval of Director General.

Encl: As above.

Yours faithfully,

Sr. Audit Officer/Admn.

PROFORMA

NAME IN FULL (CAPITAL LETTERS)	
DATE OF BIRTH	
QUALIFICATION  1. EDUCATIONAL 2. PROFESSIONAL	
DATE OF ENTRY INTO GOVT SERVICE	
DATE OF ENTRY INTO IAAD	
DATE OF PASSING OF EXAMS  1. SOG 2. RA 3. CPD I 4. CPD II 5. CPD III 6. OTHER EXAMINATIONS	
DATE OF PROMOTIONS  1. SO 2. AAO 3. AO 4. SAO	
BASIC PAY AS ON 01.01.2022 WITH PRESENT PAY LEVEL/MATRIX	
OFFICE TO WHICH BELONGS	
EXPERIENCE IN THE RELEVANT FIELD	
CONTACT DETAIL MOBILE CAG MAIL ID PRESENT ADDRESS   PERMANENT ADDRESS	
ANY OTHER RELEVANT INFORMATION	

FACULTY MEMBER (Commercial) DUTY LIST

1. Preparing the course schedule, coordinating and conducting all Commercial courses.
2. Preparation of Course materials/handouts/STMs.
3. Handling sessions.
4. Arrangement of guest faculty where needed.
5. Assessment and Evaluation of effectiveness of training and developing courseware.
6. Induction training for direct recruit AAOs (both Commercial and Civil)
7. Correspondence with Headquarters office.
8. Arrangements for All India Workshops in respect of all general courses.
9. Any other work assigned by the Director General.
10. Supervision and arrangement of RAC meetings.