



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

RTI/Admn./Dept./Unit-II/2022-23/ 161

Dt. 19.08.2022

To

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

Sub: Filling up of vacancy in the cadre of Sr.Auditor/Sr.Accountant, in
RTI, Chennai on deputation basis-reg.

Sir/Madam,

One vacancy is likely to arise in the cadre of Sr.Auditor/Sr.Accountant in the Regional Training Institute (RTI), Chennai shortly. The vacancy will be filled up on deputation basis. The names of Sr.Auditor(s)/Sr.Accountant(s) or Accountant(s)/Auditor(s), who are willing to be considered for deputation to RTI, Chennai may be forwarded along with their bio-data, experience and grading of APARs for the last five years on or before 20.09.2022.

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

The term of deputation will be initially for a period of three years. They are eligible to draw deputation allowance as per the extant orders.

Attention to Headquarters circular 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, without withholding any application and relieve the selected official at the earliest.

This issues with the approval of Director General.

Yours faithfully,

Sr.Audit Officer (Admn.)

Encl: as above

Duty list of Sr.Accountant/Sr.Auditor (UNIT-III)

1. Budget and Related correspondence
2. Arrangement for conducting RAC meeting and other Special events.
3. Liaison work with the CPWD.
4. Supervision of outsourced employees (MTS, Cleaning Staff, SCD, Security,Gardener)
5. Any other work assigned by AAO/ SAO(Admn.) Director General

Application Form/Bio-Data

Name of the Post: Sr. Accountant / Sr. Auditor

1	Name	
2	Date of Birth	
3	Date of entry into IA&AD with name of Post	
4	Educational Qualification	
5	Languages Known	
6	Date of Promotion as Sr.Accountant/Sr.Auditor	
7	Date of Superannuation	
8	Professional Qualification (other than Sl. No.4	
9	Details of Work experience	

Signature of applicant

It is certified that the above particulars provided by the official are correct as per this office records. It is also certified that no vigilance/ disciplinary case is either pending or contemplated against the official. No major/ minor penalty has been imposed on the official.

Countersigned by the Cadre Controlling Authority