



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, राँची
Indian Audit and Accounts Department
Regional Training Institute, Ranchi - 834002

No.RTI-RAN/Admn. – 24/Deptn/Non Faculty/2022-23/426

Date – 05.09.2022

To

All Offices as per Mailing List of IA&AD.

Subject: - Deputation assignment for filling up of one post of Assistant Audit/Accounts officer (Administration) at RTI, Ranchi

Sir/Madam,

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

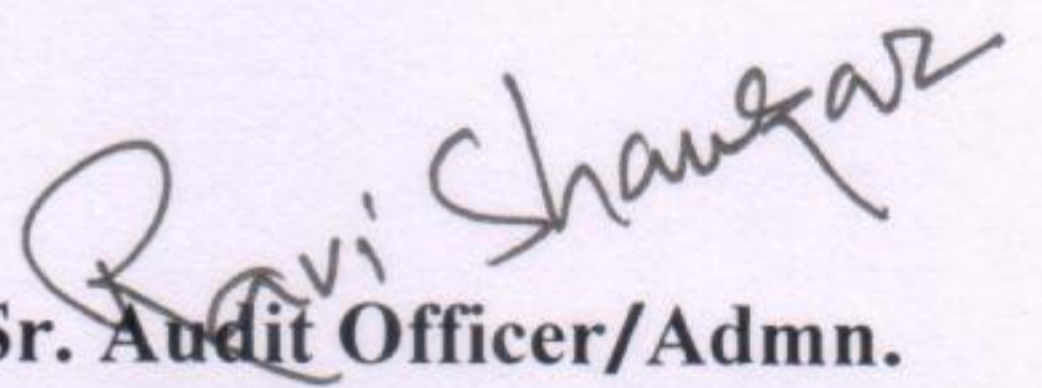
SI No	Post	Eligibility
1	One post of Assistant Audit/Accounts Officer (Administration)	<ol style="list-style-type: none">1. Holding analogous post2. Should possess reasonable IT skill i.e. use of MS Office and web browsing.3. Should possess good communication skill4. Should possess good knowledge of applications such as e-Office, GeM, PFMS and iBEMS5. Should possess experience of working in Administration6. Age of applicants should not be more than 56 years

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 at 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 23.09.2022 for consideration.
 - f) Biodata (format enclosed).
 - g) Certified copy of last five years APAR

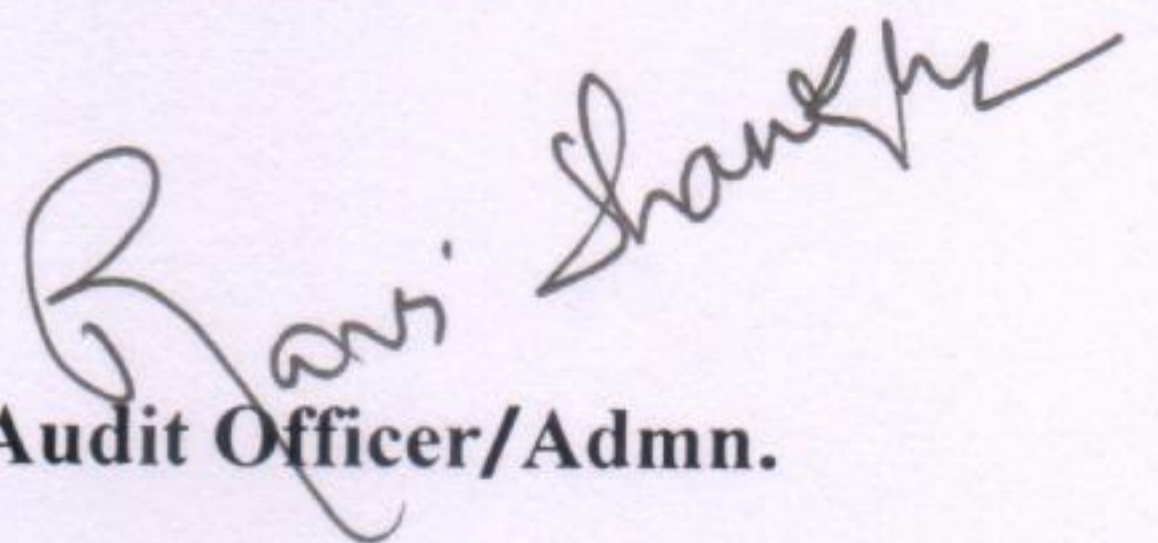
- h) Vigilance Clearance Certificate
- i) Certificate to the effect that the particulars given by the applicants are correct.
- j) A reference may be invited to Headquarters Circular No 269/Trg Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to the field offices on augmentation of staff (Administration and Faculty) have been issued for strict compliance. The instructions in said circular are reproduced below:
- (v) 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
- (vi) Field offices shall forward all applications received from their offices/staff against the post advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application.
- (vii) On completion of selection process, the field offices shall obligatorily relieve the selected officials for teaching/administrative assignment at RTIs/RTCs at the earliest.
- (viii) The initial deputation period to RTI/RTC will be three years however, reserves the right to repatriate at any time, if his/her performance is found unsatisfactory.

Yours faithfully,


Sr. Audit Officer/Admn.

Copy to:

- 1 ALL IA&AD offices (by e-mail).
- 2 AAO (CF/IT) for hosting on the website.
- 3 SAO (Admn) information and record.
- 4 RTI Ranchi Notice Board.


Sr. Audit Officer/Admn.

Bio Data (Annexure)

	Name	
	Post Held	
	Date of Birth	
	Qualifications iii) Educational iv) Professional	
	Office to which the applicant belongs iii) Parent Office iv) Present Office	
	Date of Entry into IA&AD	
	Date of promotion to the present post	
	Details of knowledge & experience in the field of IT.	
	Present Pay and Pay Level	
	Mobile No and official Mail ID	
	Permanent Address	
	Present Address	
	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