

भारतीय लेखापरीक्षा और लेखा विभाग  
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता

संख्या : RTI/Kol/Deputation/2022-23/  
23-24/AAO/145  
दिनांक: 24/04/2023

सेवा में,

All Heads of Offices  
in Indian Audit & Accounts Department,  
(As per mailing list)  
For circulation in this mailing group  
cag-all-offices@lemga.nic.in

महोदय/महोदया,

RTI/Kol/Deputation/2022-23/23-24/AAO/  
145

इस कार्यालय का पत्र संख्या: .....  
दिनांक: 24/04/2023 ..... आपके कार्यालय को सूचना/ आवश्यक  
कार्यवाही हेतु प्रेषित किया जा रहा है।

भवदीय,

संलग्न: यथोपरि

रविशंकर शर्मा

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन

वरिष्ठ लेखा परीक्षा अधिकारी (प्रशिक्षक प्रशासन)  
Senior Audit Officer (Faculty / Admn.)  
क्षेत्रीय प्रशिक्षण संस्थान कोलकाता  
Regional Training Institute Kolkata



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



No. RTI/Kol/Deputation/2022-23/23-24/AAO/ 145

Date: 24.04.2023

To

All Offices as per mailing list

(CAG-IAAD@LSMGR.NIC.IN)

**Sub: Deputation Assignment at Regional Training Institute (RTI), Kolkata for filling up of vacancy in the cadre of Asst. Audit Officer/ Administration.**

Madam/Sir,

One post of Asst. Audit Officer/ Administration in the Pay level 8/9 is likely to be vacant at Regional Training Institute (RTI), Kolkata and the post would be filled up on deputation basis:

The work of the Asst. Audit Officer/ Administration involves taking care of Administration and Establishment matters, including inter-alia protocol, personnel management, providing administrative support to training programmes and hostel management, co-ordination with CPWD for matters associated with the RTI-Building and handling contracts, procurement including through GeM, online returns including those related to Hindi, Director of Inspection, Hindi inspection etc.

The Institute functions with a skeletal staff, hence, the post requires dynamic, outstanding and diligent person who can handle the responsibilities involved with the post as well execute the work allotted to the officer by the Principal Director.

Applications from desirous and willing officers of the rank of Assistant Audit Officer/ Assistant Accounts Officer are invited for the deputation assignment at the Regional Training Institute (RTI), Kolkata. The eligibility criteria for the post is detailed below:-

1. Experience in the area of Administration, Establishment and Office management and/or in the supervisory capacity.
2. Working knowledge of computers including PFMS & iBEMS, GST Portal, e-HRMS, SAI Portal, Budget, Pay and other bills and familiarity with DDO functions and filing Income Tax etc. returns are required.
3. Maximum age limit for appointment by deputation should not exceed 56 years as on the closing date of application for the post.

तीसरा एम.एस.ओ. बिल्डिंग, सी.जी.ओ. कम्प्लेक्स, पाँचवाँ तल, ए-विंग, डी.एफ. ब्लॉक, साल्ट लेक, सेक्टर-1, कोलकाता-700064

3<sup>rd</sup> MSO Building, CGO Complex, 5<sup>th</sup> Floor, 'A' Wing, DF Block, Salt Lake, Sector - 1, Kolkata - 700 064

Tel. : (033) 2321 3907/ 6708

फ़ोन : (033) 2321 6709

ई-मेल : rtiKolkata@cag.gov.in

The terms of deputation & selection process are a detailed below:

1. All officers who are willing should apply for the deputation through their respective Parent Offices. The Parent Offices are requested to forward such applications along with the Bio-data and APARs for the last three years duly attested on each page to this Institute, so as to reach this Institute latest by **19.05.2023**. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant. The required documents of the eligible candidates may be scanned and forwarded by the respective Parent offices and sent by email to avoid postal delay.
2. The term of deputation will be for a period of three years initially and extendable on yearly basis thereafter. This institute however, reserves the right to repatriate him/her at any time, if his/her performance is found unsatisfactory.
3. The selected officer will be entitled to deputation allowance as per instructions prevailing from time to time.
4. Selection of a suitable officer shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall be notified.

A reference is invited to Headquarters Circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 and Circular.No.398/Trg.Div./42-A/2019 dated 14.07.2020 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circulars are re-iterated below:

- (a) Field offices shall display the deputation notifications issued by RTIs/ RTCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification
- (b) .Field offices shall forward all applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application
- (c) On completion of the selection process, the field offices shall obligatorily relieve the selected officer for administrative assignment at RTIs/RTCs at the earliest.
- (d) The initial deputation period to RTIs/RTCs will be for 3 years and extendable on yearly basis thereafter. The RTI/RTC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
- (e) However, clause at (b) above regarding instruction to field offices not to withhold any applications received from their offices/staff against positions advertised by RTIs/RTCs will not apply in case of applicants who have been reverted/repatriated in the last six months from RTIs/RTCs to their parent offices as per of Circular No.- 269/Trg. Div./42-A/2019 dated

18.09.2019 will not apply in case of applicants who have been reverted/repatriated in the last six (6) months from RTIs/RTCs to their parent offices as per Headquarters Circular.No.398/Trg.Div./42-A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.

This issues with the approval of the Principal Director.

**Yours faithfully,**

**Encl: As above**

A handwritten signature in blue ink, appearing to read 'Ranjana Daj', is written above the typed name.

**Sr. Audit Officer/Administration**



**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1.Name and Address (in Block Letters)		
2.Date of Birth (in Christian era)		
3.i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4.Educational Qualifications		
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/ experience possessed by the officer
<b>Essential</b>		<b>Essential</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
<b>Desirable</b>		<b>Desirable</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
<p><b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>		

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay , Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8.Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9.In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

**11. Additional details about present employment:**

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

14. Total emoluments per month now drawn

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

**16.A Additional information**, if any, relevant to the post you applied for in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii)

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_



**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

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**(Employer/ Cadre Controlling Authority with Seal)**