



भारतीय लेखापरीक्षा तथा लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, चेन्नई

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, CHENNAI

No. RTI/Admn./Deptn./Unit-II/2023-24/24

Dt.08.05.2023

To

All the Head of the Department in IA&AD

(As per mailing list)

Sub: Hiring of retired Officers as Faculty Member on short term contract basis-reg.
Sir/Madam,

Applications are invited from Retired Senior Audit Officer /Senior Accounts Officer (SAO) to be posted as Faculty Member (IS) to work on short term contract basis, in Regional Training Institute, Chennai.

Essential Qualification: Retired SAO

Desirable Qualification:

Should have knowledge and experience in handling classes on MS Office, Oracle, SQL, IDEA IT Audit, Data Analytics and Knime etc.

CISA, CIA Qualified and conversant with using SAI Training portal is preferred.

Experience in IT audit is an added qualification

Duties of Faculty Member (IS)

1. Handling classes and its related work
2. Preparation of Annual Calendar of Training Programme for IS Courses.
3. Preparing the course schedule, coordinating and conducting all advances IS Courses
4. Selection of guest faculty.
5. Preparation of course materials/handouts/AV aids, handling sessions.
6. Assessment and evaluation of the effectiveness of training.
7. Developing and standardizing course ware
8. Liaison with outside Institutes for faculty support.
9. Overall supervision of working of Labs I and II.
10. All other issues connected with EDP training.

Any other work assigned by Director General/Principal Director from time to time.

Appointment of the applicants shall be governed by the terms and conditions as under: -

- (1) The initial tenure of appointment will be one year, from the date of joining the post or vacancy filled through deputation whichever is earlier and cannot be extended for more than 5 tenures subject to the fulfilment of other conditions.
- (2) The age of the applicant should not be more than 65 years.
- (3) Self-attested copies of ACRs/APARs of last 3 years must be attached along with the application.
- (4) The other terms and conditions including remuneration payable will be governed by OM NO.3-25/2020-E III A dated 09.12.2020 issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi.

Details of remuneration: -

- (1) The retired officer will be paid a fixed amount, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged during the term of the contract.
- (2) Rs.7000/- per month will be paid as Transport Allowance.
- (3) No annual increment/percentage increase, Dearness Allowance, DA on TA and House Rent Allowance shall be allowed during the contract.

Mere submission of application does not entail the applicant for appointment.

The appointment will be purely on temporary basis and is subject to termination at any time.

1.5 days of paid leave for each completed month of service is permissible.

Terms and conditions mentioned above can be modified at the discretion of RTI, Chennai. Interested officers (retired) willing to serve in this office may send their complete application, as per the format attached through email i.e., rtichennai@cag.gov.in latest by 09-06-2023

Encl: As above.

Yours faithfully,



Senior Audit Officer (Admin)

PROFORMA

Affix recent passport size photo

<i>Sl. No</i>	<i>PARTICULARS</i>	
<i>1</i>	<i>Name of the retired Officer</i>	
<i>2</i>	<i>Residential Address</i>	<i>Permanent</i>
		<i>Present</i>
<i>3</i>	<i>Mail ID</i>	
<i>4</i>	<i>Date of Birth</i>	
<i>5</i>	<i>Mobile No</i>	
<i>6</i>	<i>Qualification</i>	<i>Educational</i>
		<i>Professional</i>
<i>7</i>	<i>Date of entry into Govt. service</i>	
<i>8</i>	<i>Name of the Office from where retired</i>	
<i>9</i>	<i>Date of retirement</i>	
<i>10</i>	<i>Emoluments</i>	<i>Basic Pay on retirement</i>
		<i>Pension fixed on retirement</i>
		Please attach copy of PPO
<i>11</i>	<i>Net Qualifying Service</i>	
<i>12</i>	<i>Post held at the time of retirement</i>	
<i>13</i>	<i>In case of voluntary retirement, ground on which retired</i>	
<i>14</i>	<i>Experience</i>	<i>Attach separate sheet along with copies of APAR for the last 3 years</i>
<i>15</i>	<i>Additional information, if any, on professional experience, training, research work related to the post</i>	
<i>16</i>	<i>Details of prior experience in handling of classes in-house/other training institutions/other offices</i>	