



भारतीय लेखा तथा लेखापरीक्षा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, चेन्नई

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, CHENNAI

RTI/Admn./Dept/Unit-I/2020-21/218

Dated 27.01.2021

To

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

Sub: Filling up of vacancies in the cadre of Asst. Supervisor in RTI, Chennai on deputation basis-reg.

Ref: Headquarters Letter No. 2554/Staff/Cadre Restructuring/185-2020 dated 29.11.2020

Sir/Madam,

Applications are invited for filling up of ONE post of Asst. Supervisor in Level 7 of Pay Matrix on deputation basis.

Officials who are holding the post of Asst. Supervisor or have passed the qualifying examination for Asst. Supervisor are eligible to apply.

The job profile and eligibility criteria include:

1. Dealing with administrative/establishment matters, preparation of replies under RTI Act, Preparation of Pension papers, Legal works, submission of timely returns/replies to HQrs,
2. Should have proficiency in PFMS/IBEMS/GeM/MS Office applications.
3. Proficiency in Hindi.
4. Any other work assigned by superior officers.

Willing officials may forward applications in the prescribed format attached, through their parent office. The last date for receipt of application will be 15.02.2021.

Terms of deputation:

1. The term of deputation shall initially be for a period of three years extendable on a yearly basis subject to administrative convenience and meeting various performance parameters.
2. The selected candidate is eligible for Deputation allowance as per extant rules. Officials who are granted MACP are not eligible for deputation allowance.
3. Maximum age limit shall not exceed 56 years as on the closing date of receipt of application.

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 application received to RTIs/RTCs. While forwarding applications to RTI, grading of the individual in APAR for the last five years along with certificate of no charges/vigilance case pending/court case pending may also be sent.

This issue with the approval of Director General.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Lata GS', is written over a horizontal line.

SR. AUDIT OFFICER (ADMN)

PROFORMA

Sl. No	Particulars	
1	Name of the applicant with educational qualification	
2	Date of birth	
3	Date of entry into Govt. service	
4	Post held	
5	Date of passing of Asst. Supervisor Exam	
6	Working knowledge in Hindi	
7	Proficiency in 1. MS Office applications 2. PFMS 3. IBEMS 4. GeM 5. Establishment matters 6. Preparation of budget and related work	
8	Training if any undergone in the above field of work	
9	Any other remarks	