

No.RTC/Bengaluru/ Deputation/2021-21/5

Dated 3rd May 2021

To

All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

Subject: Deputation Assignment at Regional Training Centre, Bengaluru for filling up of One post of Assistant Administrative Officer (Admin) and Four posts of Senior Administrative Officers (Core Faculty-IT & Knowledge Centre)

Sir/Madam,

1. RTC Bengaluru caters to the capacity building requirements of nine offices of Indian Audit & Accounts Department located in Bengaluru and Hubli. It is also designated as Knowledge Centre for IS Audits. As a part of Knowledge Centre activities, RTC Bengaluru is required to help its user offices in IS audits and audits done in IT environment, conduct Regional/All India workshops in IS Audits and related areas and prepare Structured Training Modules in IS Audits.
2. Applications are invited for the following posts that are currently vacant in RTC Bengaluru:

Post	Job description	No. of vacancies
Asst.Administrative Officer (Admn)	<ul style="list-style-type: none">• Accountable for all administrative related works. Would report to Sr.AO(Admn)• Management of Procurement and Inventory including IT inventory• Any work assigned by competent authority	One
Sr. Administrative Officer/ Assistant Audit Officer (Core Faculty-IT & Knowledge Centre)	<ul style="list-style-type: none">• IT wing is headed by Sr. Administrative officer(Core Faculty-IT & Knowledge Centre)• AAOs would be reporting to Sr.AO(Core Faculty-IT & Knowledge Centre)• Should undertake (Theory & Practical) classes in IT and IS Audit courses• Prepare course materials and case studies for IT and IS Audit courses• Prepare Structured Training Modules(STMs) for IS audits and related topics• Organise faculties/speakers for high-end training programmes/ workshops / seminars related to Knowledge Centre topics• Install necessary software for training programmes• Aid in purchase of Hardware and Software for RTC	4(3 is vacant at present & 1 is likely to be vacant on 1st May of 2021)

	<ul style="list-style-type: none"> • Accountable for all IT related matters • Management of SAI Training application • Any other work assigned by the competent authority 	
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3. The essential and desired qualifications and experience required for these posts are listed in ***Annexure I***.
4. Applications of officers who are willing to be considered for deputation in RTC Bengaluru for the above mentioned posts may forward the application to RTC Bengaluru through proper channel on or before **23rd May 2021** along with their bio-data in the format prescribed in ***Annexure II***, certified copies of APAR for the last five years duly attested on each page by the competent authority that no disciplinary/court/vigilance case is either pending or contemplated against the applicant should also be forwarded along with the application.
5. If there are no suitable AAOs(Core Faculty-IT) available for the above mention posts, Sr.AOs having the same qualification and experience may be also be considered. Hence Sr.Audit officers/Sr.Accounts Officers are also eligible to apply for the posts.
6. If there are no suitable AAOs available for the post of Assistant Administrative officer, Supervisors having the same qualification/experience are also eligible to apply the same.
7. The successful candidates would be decided by the section committee and would be approved by the competent authority. If necessary practical test/personal interview may also be conducted as per the order of the competent authority.
8. The term of deputation will be initially for a period of three years and extendable on yearly basis thereafter. RTC, however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
9. Deputed officers/officials will be entitled for deputation allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.
10. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of application for the post.
11. Wide publicity may be given to this circular and the instructions contained in Headquarters' Circular [No:269/Trg/Div/42-A/2019](#) dated 18-09-2019 may please be adhered to.
12. In General, all the extant rules applicable for deputation to any post in IA&AD are to be taken to have been included in this notification.

This issues with the approval of Principal Director of Audit (Central), Bengaluru

Yours faithfully,

**Sd/-
Sr Administrative Officer/RTC ,Bengaluru**

Annexure I

Post	Essential qualification/experience	Desirable qualification/experience
Asst. Administrative Officer(Admin)	<ul style="list-style-type: none"> • Handle all administrative activities at RTC 	<ul style="list-style-type: none"> • Experience in Administration • Ability to handle lectures is desirable
Sr Administrative Officer (Core Faculty Information Technology & Knowledge Centre)	<ul style="list-style-type: none"> • In-depth knowledge in at least one Database management system, IDEA, MS-Office • Basic knowledge in Networking, Data Analytics • Good communication skills • Aptitude to deliver lectures and practical classes in IT 	<ul style="list-style-type: none"> • Possess certification in CISA/CISSP • Should have been involved in IS audits/Audits performed in DBMS • Experience in handling lectures in training institutes of IAAD • Good writing skills to draft STMS, training materials and case studies • Experience in Managing software applications □ Programming skills

Annexure II

Bio-data Format Deputation post for which application submitted:

1	Full Name	
2	Office where currently posted	
3	Designation	
4	Parent Office	
5	Date of entry into Government service	
6	Date of entry into IAAD	
7	Date of promotion to current designation	
8	Date of Birth	
9	Educational Qualification	
10	Professional Qualification(CISA/CISSP/CIA/CISM etc)	
11	Proficiency in Computers	
12	Experience in training	
13	Experience in organising events/workshops etc	
14	e-mail id	
15	Mobile number	

16 Details of Employment, in chronological order (including deputation posts)

Office/institution	Post held on regular basis	From	To	Basic pay in the PB/Pay Matrix, Grade pay	Nature of Duties highlighting the experience linked to the post applied for

I have carefully gone through the Vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae 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:

Date: