

**OFFICE OF THE DIRECTOR GENERAL REGIONAL TRAINING INSTITUTE,
JAMMU**

No: RTI/J/A/ Dep/2021-22/365

Dated: 29/10/2021

To

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

Subject: Deputation Assignment at Regional Training Institute, Jammu for filling up

one vacant post of IS Core Faculty.

Madam/Sir,

Applications from desirous officers of the rank of **Senior Audit Officer/Senior Accounts Officer** are invited for the deputation assignment as per the Job description/ Eligibility criteria given below:

S.No	Post	No. of vacancies
01	Sr. Administrative Officer (Core Faculty-IT)	01

Job description/ Eligibility criteria:

1. Holding the analogous post of Sr. A.O/AAO as mentioned above
2. Possessing in-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, Microsoft Office, Website applications etc.) and the aptitude to deliver lectures.
3. Experience in IT Audit and knowledge in working with Data Analytics software such as Tableau, Knime, Qlikview is desirable.
4. Possessing ability in the maintenance of IS systems, Website and familiarity with e-office.
5. Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and case studies for IT courses.

Terms of deputation & selection process:

1. The deputation term shall initially be for a period of three years and may be extended by Competent Authority subject to continued suitability of the candidate and administrative convenience. The RTI/RTC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
2. Training Allowance would be admissible as per instructions prevailing from time to time.
3. Selection of a suitable candidate will be made by adopting the appropriate selection procedure based on the requirement of knowledge and skills involved in the job. The selection of the applicant will be notified.

All candidates who are willing should apply through their respective Parent Offices. In accordance with Headquarters' Office instructions, the Parent Offices are requested to forward the applications of all willing candidates alongwith the Bio-data and

APARs for the last five years to this Institute, so as to reach this Institute latest by **11-11-2021**.

A reference is invited to Headquarters Circular *No. 269/Trg. Div./42-A/2019 dated 18.09.2019* 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 circular 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(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.

This issues with the approval of the Director General, R.T.I. Jammu.

Yours faithfully,
Sd/-
Sr. Administrative Officer (A)