

To

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

विषय : Deputation Assignment at Regional Training Institute (RTI), Hyderabad for filling up of one post of Auditor likely to fall vacant in August 2021

Sir/Madam,

The following post likely to fall vacant in August 2021 in Regional Training Institute, Hyderabad is proposed to be filled up on deputation basis:

Sl.No	Designation and Pay level	No. of posts	Eligibility	Work Requirement/knowledge
1.	Auditor/ Accountant Level -5 (Admin)	01 (One)	Persons in IA&AD holding the post of Asstt. Supervisor, Sr. Auditor/ Sr. Accountant, Auditor/Accountant Authority: Headquarters Circular No.1-SS&R/2021 issued in letter No.1/SSR/Implementation/Asst. Sup/RTI/RTC/02-2021 dated 04.03.2021	Working knowledge of iBEMS/PFMS, e-office and preparation of pay bills are desirable qualifications. To assist SAO/DDO/AAO (Admn) in the following administrative functions: a. Co-ordination with AGODC for supply of coffee/tea to the trainees during training sessions and certification of their bills. b. Preparation of AC bills and submission of adjustment bills. Preparation of all contingent and wage bills. c. Obtaining sanctions for and payment of all Contingent Bills. Preparation of Contingent bills for submission to AAO (Admn)/DDO. d. Monitoring the work of outsourced staff. e. Weeding out of old records/files and unserviceable articles for their proper disposal as per Rules. f. Maintenance of and

Sl.No	Designation and Pay level	No. of posts	Eligibility	Work Requirement/knowledge
				<p>closings of all Registers pertaining to Logistics & Support/OE related matters and also periodical Returns and its submission to Supervising officer.</p> <p>g. Maintenance of IT and Non-IT Consumable Stock Registers and periodical closings of all Registers maintained for Logistics & Support/OE for submission to Supervising Officer.</p> <p>h. Assisting SAO (Admn)/AAO (Admn) in making logistic arrangements for RAC Meetings, Departmental meetings, Regular Trainings and Conferences.</p> <p>i. Any other work assigned by SAO (Admn)/AAO (Admn) and the Director General/Principal Director from time to time.</p>

2. Application(s) from eligible applicants who are willing to be considered for deputation in RTI, Hyderabad for the vacant post may be forwarded to this office on or before **31st May 2021** along with their **Bio-Data (Annexure enclosed)**, certified copies of APAR for the last five years, duly attested on each page and vigilance clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant.

3. SAS passed applicants who are likely to be promoted as AAOs/AAO-adhoc in the next three years need not apply.

4. Maximum age limit for appointment by deputation shall not exceed 56 years as on date of application for the post. The applications of the Officers/Officials working in the office on deputation basis on normal terms & conditions shall be forwarded through their respective Parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the Institution. While working at RTI, Hyderabad, the selected official will draw his/her basic pay plus Deputation Allowance as applicable on his/her basic pay and as admissible under extant rules.

5. However, selected official drawing higher/upgraded pay on account of MACP/NFU/Financial upgradation etc is eligible to draw Deputation Duty Allowance at the applicable rates on the Presumptive Pay i.e. the basic pay of the Parent cadre which the official was getting before such MACP/NFU/Financial Upgradation and the amount of the same would be further regulated every year on the basis of pay arrived at by giving annual increments on the presumptive pay (**Authority: Gol, Ministry of Personnel, Public Grievances & Pensions, DoPT OM No.2/11/2017/Estt. (Pay-II) dated 15.03.2021**).

6.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 selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments 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.

7. However, clause at Sl.no 6 (b) regarding instructions to field offices not to withhold any applications received from their officers/staff against positions advertised by RTIs/RTCs **“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”**. This may please be noted before forwarding the applications.

8.Prospective candidates/applicants may please go through the service conditions and workrequirements carefully before they apply. It may please be noted that once an application is sent to RTI, Hyderabad, it may not be normally withdrawn.

यहप्रधान निदेशक , क्षेत्रीयप्रशिक्षणसंस्थान, हैदराबादके अनुमोदनसेजारीहोताहै।

भवदीय,

Encl: Bio-data (Annexure)

Sd/-

वरिष्ठलेखापरीक्षाअधिकारी/प्रशासन
Senior Audit Officer (Admn)

Bio-Data (Annexure)

**Latest
Passport Size
Photo**

1.	Name in full (S/Sri/Smt/Ms)	
2.	Present Post Held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications (i) Educational (ii) Professional	
7.	Office to which the applicant belongs (i) Parent Office (ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Date of entry in IA&AD	
11.	<i>Date of promotion as Senior Auditor/ Senior Accountant</i>	
12.	Proficiency in Computers, Details may be given	
13.	Present Pay and Pay Level	
14.	Details of MACP/Financial upgradation/NFU (I, II or III), if any granted and date of grant of such pay upgradation	
15.	Mobile Number and official email ID	
16.	Experience and knowledge of working in Administration/OE/Logistics & Support/Bills (full details)	

Date:

Place:

(Signature of the applicant)

It is certified that the above particulars furnished are correct as per our office records.

Signature of the Head of the Department (with Stamp)