

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

No: RTI/J/A/2020-21/Dep/256

Dated: 07/08-2020

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

Ma'am/Sir,

Applications from desirous officers of the rank of **Senior Audit Officer/Senior Accounts Officer/Assistant Audit Officer/Assistant 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. All officers who are willing should apply for the deputation through their respective Parent Offices. The Parent Offices are requested to forward such applications along with the Bio-data and APARs for the last five years duly attested on each page to this Institute, so as to reach this Institute latest by **25 /08/2020**. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant. The required documents of the eligible candidates forwarded by the respective Parent offices may be scanned and sent by email to avoid postal delay.
- 2 The term of deputation will be for a period of three years initially and extendable on yearly basis thereafter. This institute however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
3. The selected officer will be entitled to Training allowance as per instructions prevailing from time to time.

4. Selection of a suitable officer shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall be notified.
5. Maximum age limit for appointment by deputation should not exceed 56 years as on the closing date of application for the post.
6. **In view of the importance and centrality of the Deputation post and keeping in view the directions in HQrs Circular no. 269/Trg/Div/42-A/2019 dated 18-09-2019, all the offices of IA&AD are requested to circulate the deputation request widely among their staff.**

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

Yours faithfully,

Sd/-
Sr. Administrative Officer (A)