

Email**AG AE Bihar Patna****Fwd: [Cag-all-offices] Deputation Assignment at Regional Training Institute, Jammu for filling up one vacant post of Assistant Administrative Officer (Administration).****From :** AG AE Bihar Patna <agaebihar@cag.gov.in>

Thu, Jan 14, 2021 03:01 PM

Subject : Fwd: [Cag-all-offices] Deputation Assignment at Regional Training Institute, Jammu for filling up one vacant post of Assistant Administrative Officer (Administration).**To :** Jitendra kumar Sinha <jitendraksa.bih.ae@cag.gov.in>,
Jitendra Kumar Sinha <aaoadmin1.bih.ae@cag.gov.in>**OFFICE OF THE DIRECTOR GENERAL REGIONAL TRAINING INSTITUTE, JAMMU**

No: RTI/J/A/2020-21/Dep/741

Dated: 14/01/2021

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 Assistant Administrative Officer (Administration).

Madam/Sir,

Applications from desirous and willing officers of the rank of Assistant Audit Officer/ Assistant Accounts Officer have been invited for the deputation assignment as per the job description/ eligibility criteria given below:

S. No.	Post	No. of vacancies
01	Assistant Administrative Officer (Administration)	01

Job description/ Eligibility criteria:

1. Holding the analogous post of A.A.O. as mentioned above.
2. The work involves taking care of Administration and Establishment matters, including inter-alia protocol, personnel management, providing administrative support to training programmes and hostel management, co-ordination with CPWD for matters associated with the RTI-Building and handling contracts, procurement including through GeM, online returns including those related to Hindi, Director of Inspection, Hindi inspection etc. The officer will work with a fully staffed administration section.
3. Working knowledge of computers including PFMS & iBEMS, Budget, Pay and other bills and familiarity with DDO functions and filing Income Tax etc. returns are required.
4. Any other work as may be assigned by the Director General.

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 **29/01/2021**. 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 deputation 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. 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 for administrative assignment 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 (Admn)

Regional Training Institute, Jammu, Pr AG(Audit) Office Complex, Shakti nagar, J&K,Jammu-180 001
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From : Regional Training Institute, Jammu
 <rtijammu@cag.gov.in>

Thu, Jan 14, 2021 12:58 PM

Subject : [Cag-all-offices] Deputation Assignment at Regional Training Institute, Jammu for filling up one vacant post of Assistant Administrative Officer (Administration).

To : CAG-ALL-OFFICES <CAG-ALL-OFFICES@ismgr.nic.in>

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