

Depn Circular RTI, Mumbai.pdf

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E-MAIL
OFFICE OF THE PR. ACCOUNTANT GENERAL (AUDIT-I), WEST BENGAL,
TREASURY BUILDINGS, 2 GOVT. PLACE (WEST), KOLKATA-700001.

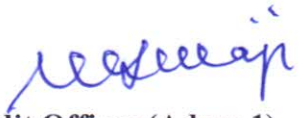
O.O.No.Admn.I/ Depn/94

Dated: 08.09.2020

CIRCULAR

Applications are invited from officers/officials of this office and O/o the Pr.AG(Audit-II), WB for filling up the posts of Sr.AO/AAO/Pvt.Secretary/Driver at the Regional Training Institute, Mumbai on deputation basis in pursuance of their Circular No. RTI/Mumbai/Deputation/2020-21/03 dated 02.09.2020.

The applications along with filled in bio-data proforma (attached) may be forwarded to Admn.I Section of this office by 10.09.2020.


Sr. Audit Officer (Admn.I)

Copy to:

1. All Group Officers and Branch Officers as per general e-mail list
2. All AAOs/Supervisors

**INDIAN AUDIT & ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE
MUMBAI 400051**

No. RTI/Mumbai/Deputation/2020-21/03

Dated: 02.09.2020

To

All Offices of IA&AD as per mailing list

CAG-ALL-OFFICES@ismgr.nic.in

Sub : Deputation at Regional Training Institute (RTI), Mumbai

Sir/Madam,

Various posts as detailed in the table below are lying vacant at Regional Training Institute (RTI), Mumbai. The post would be filled up on deputation basis.

Sr No.	Designation and Pay Level	No. of Posts	Work	Work requirement
1	Sr. A.O Level 10	01	Administration	Administration and Establishment in RTI, Mumbai, including: 1. DDO functions, including PFMS and iBEMS, Cash Management 2. Personnel management, including supervision of outsourced personnel. 3. Timely tendering as per due procedure, sourcing through GeM/ GISO, contract and stores management 4. Interacting with CPWD on building and maintenance 5. Hostel Management 6. Supporting training programmes (including IA & AS and international participants) 7. Any other work assigned by Director General, RTI
2	AAO Level 8/9	01	Administration	To assist SAO in the above administrative functions.
3	SR AO/AAO Level 8-10	1	OIOS	As per HQ requirements
4	Private Secretary Level 7	01	Reporting to Director General	Should have atleast five years' experience of secretarial work in Level 6, reasonable IT skill i.e., use of MS office and web browsing and good communication skills

Sr No.	Designation and Pay Level	No. of Posts	Work	Work requirement
5	Driver Level 2	02	Car driving	Possess a valid Driving license for motor car, able to repair and rectify minor defects in the vehicle, be fully conversant with traffic rules and have an minimum experience of three years of motor car driving.

2. Applications of candidates who are willing to be considered for deputation to RTI, Mumbai for the above posts may be forwarded to this office on or before **15th September 2020** alongwith their Bio-Data (Annexure enclosed), certified copies of APAR for the last 5 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 applicants. The required documents of the eligible candidates may be scanned and sent by email considered by the respective Parent offices to avoid postal delay.

3. The term of deputation will be for three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RTI, Mumbai, the selected official at Sr. No 3 will draw his/her basic pay plus Training Allowance and for others, Deputation allowance, as applicable on his/her basic pay and as admissible under extant rules.

4. Candidates drawing higher pay level on account of MACP will not be entitled for deputation allowance.

5. The applications of the Officers/Officials working in the office on deputation basis on normal terms and 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.

6. A reference is invited to Headquarters Circular No 269/Trg.Div/42-A/2019 dated 18.9.2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTI/RTCs were issued for strict compliance. The instructions in the said circular are reiterated below :

a. Field offices shall display the deputation notifications issued by RTI/RTCs on the notice boards and circulate among the staff finding reasonable time to the candidates for responding to the notification.

b. Field offices shall forward all applications received from their officers/staff against the position advertised by RTIs/RTCs to the concerned Institute/Centre without withholding any application.

c. On completion of selection process, the field offices shall obligatory relieve the selected officers(s) for teaching/administrative assignments at the 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 SI No.6(b) regarding instruction 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** as per Headquarters Circular No 398/Trg.Div/42-A/2019 dated 14.7.2020. This may please be noted before forwarding the applications.

8. The institute works from Monday to Saturday (Second Saturday closed).

9. Prospective candidates may please go through the service conditions and work requirements carefully before they apply. It may please be noted that once an application is sent to RTI, Mumbai, it may not be withdrawn.

This issues with the approval of Director General, Regional Training Institute, Mumbai.

Encl : Biodata form

Yours faithfully,

Sd/-

Sr. Audit Officer, Admn& EDP

BIO DATA (ANNEXURE)

1	Name in full (S/Shri/Ms)	
2	Present Post Held	
3	Permanent Address	
4	Present Address	
5	Date of Birth	
6	Qualification (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	Date and year of passing SAS examination (Please mention Civil accounts/Civil Audit/Commercial/P&T etc)	
12	Date of promotion as AAO/SAO	
13	Details of other exams passed (RAE/CPD – I, CPD – II/others)	
14	Proficiency in Computers, full details may be given	
15	Any other information	
16	Present pay and Pay level	
17	Contact Number and official email id	
18	Any other relevant details	

Date :

Place :

Signature of the applicant

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

Signature of HOD (with Stamp)