

Filling up of vacancies in various cadres on deputation basis.

Applications invited from:

All interested and eligible staff members

Last date to submit Applications to Admn-1 Section through proper channel forwarded\through concerned wing/section: RTI Mumbai & RTI Shillong-16.08.2023 and NAAA, Shimla-25.08.2023



भारतीय लेखापरीक्षा तथा लेखा विभाग
राष्ट्रीय लेखापरीक्षा तथा लेखा अकादमी
शिमला - 171004

INDIAN AUDIT & ACCOUNTS DEPARTMENT
NATIONAL ACADEMY OF AUDIT & ACCOUNTS
SHIMLA - 171 004



No. NAAA/Deputation/Gr. 'B' & 'C'/2023-24/348090

Dated: 04-08-2023

To

All Head of the Department (in the IA&AD)
(Except Overseas Audit Offices)

Subject: Filling up the post of Sr. Audit Officer by transfer on deputation basis in the National Academy of Audit & Accounts, Shimla.

Madam/Sir,

The National Academy of Audit & Accounts, Shimla proposed to fill up two (2) vacant posts of Sr. Audit Officer on deputation basis from the Sr. Audit Officer working in the Indian Audit & Accounts Department.

The initial period of deputation will be for one year and may be extended thereafter subject to his/her continued suitability and administrative convenience. The deputation will be governed by the terms and conditions laid down in Para 8 of Headquarters Circular No. 94/NGE.III/1464-93 dated 25.08.1993, read with Headquarters Office Circular No. 900/GE-II/59-2002 dated 12.08.2002 and Government of India, Ministry of Personnel, Public Grievances and Pension O.M. No. 6/8/2009-Estt (Pay II) dated 17.06.2010. While working in the Academy, the selected officers will receive admissible deputation (duty) allowance in accordance with the prevalent rules.

It is requested, that the names of those willing officers may be suggested who in the event of final selection, could be spared immediately. The recommendation should be accompanied with the copies of ACRs/APARs for last five years duly attested by an officer at least of the rank of Deputy Accountant General along with no vigilance/disciplinary case pending or being contemplated against the concerned officer and the bio-data of such officer may kindly be sent to the under signed by 15.09.2023.

Yours faithfully,


Director (Admn.)



भारतीय लेखापरीक्षा तथा लेखा विभाग
राष्ट्रीय लेखापरीक्षा तथा लेखा अकादमी
शिमला-171004



INDIAN AUDIT & ACCOUNTS DEPARTMENT
NATIONAL ACADEMY OF AUDIT & ACCOUNTS
SHIMLA-171004

लोकहितार्थं सत्यनिष्ठा

No. NAAA/Deputation/2023-24/353714/2023

Dated: 09.08.2023

To

All Head of the Department (in the IA&AD)
(Except Overseas Audit Offices)

Subject: Filling up the post of Assistant Audit Officer by transfer on deputation basis in the National Academy of Audit & Accounts, Shimla.

Madam/Sir,

The National Academy of Audit & Accounts, Shimla proposes to fill up vacant posts of Assistant Audit Officer on deputation basis from the Assistant Audit Officers and SAS passed candidates working in the Indian Audit & Accounts Department.

The initial period of deputation will be for one year and may be extended thereafter subject to his/her continued suitability and administrative convenience. The deputation will be governed by the terms and conditions laid down in Para 8 of Headquarters Circular No. 94/NGE.III/1464-93 dated 25.08.1993, read with Headquarters Office Circular No. 900/GE-II/59-2002 dated 12.08.2002 and Government of India, Ministry of Personnel, Public Grievances and Pension O.M. No. 6/8/2009-Estt (Pay II) dated 17.06.2010. While working in the Academy, the selected officers will receive admissible deputation (duty) allowance in accordance with the prevalent rules.

It is requested, that the names of willing officials may be suggested who in the event of final selection, could be spared immediately. The recommendation should be accompanied with the copies of ACRs/APARs for last five years duly attested by an officer at least of the rank of Deputy Accountant General along with no vigilance/disciplinary case pending or being contemplated against the concerned officers/officials. Bio-Data of such officers/officials may kindly be sent to the under signed by 25.09.2023.

This may please be widely circulated in your offices.

Yours faithfully,


Director (Admn.)

भारतीय लेखा परीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रीय प्रशिक्षण संस्थान
REGIONAL TRAINING INSTITUTE
मुंबई 400051
MUMBAI 400051

सं/क्षेप्रसं मुंबई /अल्पकालिक अनुबंध/2023-24/912

परिपत्र - 4/ CIRCULAR-4

दिनांक 07.08.2023

सेवा में
मेलिंग सूची के अनुसार IA & AD के सभी कार्यालय
CAG-ALL-OFFICES@ismgr.nic.in

विषय : क्षेत्रीय प्रशिक्षण संस्थान, मुंबई में अल्पकालिक अनुबंध के आधार पर नियुक्ति

**Sub : Engagement on the basis of short-term contract at Regional Training Institute (RTI),
Mumbai**

महोदय/महोदया,
Sir/Madam,

क्षेत्रीय प्रशिक्षण संस्थान, मुंबई में निम्नवर्णित पद के लिए अल्पकालिक अनुबंध के आधार पर भारतीय लेखा व लेखापरीक्षा विभाग के कार्यालयों से सेवानिवृत्त वरिष्ठ लेखा/लेखापरीक्षा अधिकारियों (स्तर 10/11) से आवेदन आमंत्रित किया जाता है।

क्रम सं	पदनाम और वेतन स्तर	संख्या व स्थिति	रिपोर्टिंग अधिकारी	कार्य विवरण
1	वरिष्ठ लेखापरीक्षा/ लेखा अधिकारी, ईडीपी	01	महानिदेशक	(i) बुनियादी नेटवर्किंग, हार्डवेयर, सॉफ्टवेयर, आपरेटिंग सिस्टम - विंडो, लाइनक्स आदि का ज्ञान. (ii) एमएस ऑफिस में प्रवीणता (वर्ड, एक्सेल, पावर प्वाइंट, एक्सेस). (iii) Oracle, SQL Server, MySQL, Sybase आदि जैसे डेटाबेस में से किसी एक में काम करने का अनुभव. (iv) डेटा विश्लेषण सॉफ्टवेयर जैसे आईडीईए, एसीएल और Tableau की जानकारी, आईटी ऑडिट, Knime, GeM आदि में प्रवीणता। (v) क्षे.प्र.सं./ क्षे.प्र.कें. में संकाय का अनुभव रखने वाले अधिकारी को प्राथमिकता दी जाएगी। (vi) अधिकारी को संकाय के अलावा अन्य कार्य करने की आवश्यकता होगी इसलिए प्रशासन, स्थापना अनुभागों में अनुभव अतिरिक्त लाभ होगा।

सामान्य रूप से नियुक्ति के नियम और शर्तें, मुख्यालय के परिपत्र संख्या 967-स्टाफ (नियुक्ति-1)/22-2016 दिनांक 03.08.2021 के माध्यम से जारी परिपत्र संख्या 27/2021 के साथ वित्त मंत्रालय, व्यय विभाग के OM नं. एफ.एन.ओ. 3-25/ 2020-ई/ III A दिनांक 09 दिसंबर 2020 के अनुसार होगी।

क्षेत्रीय प्रशिक्षण संस्थान, मुंबई द्वारा जारी इस अधिसूचना को, क्षेत्र कार्यालय सूचना पट्टों पर प्रदर्शित करेंगे। उक्त पद के लिए इच्छुक अभ्यर्थी उनके आवेदन बायो-डाटा (संलग्न प्रोफार्मा में), प्रत्येक पृष्ठ पर विधिवत सत्यापन किया गया 5 साल के एपीएआर की प्रमाणित प्रतियों के साथ 19 अगस्त 2023 या उससे पहले इस कार्यालय को भेज सकते हैं। डाक की देरी से बचने के लिए दस्तावेजों को स्कैन कर ईमेल द्वारा भेजे जा सकते हैं।

भावी उम्मीदवार आवेदन करने से पहले कृपया सेवा शर्तों एवं कार्य आवश्यकताओं को ध्यान से देखें। यह ध्यान दिया जाए कि एक बार क्षे. प्र. सं. मुंबई में आवेदन भेजे जाने के पश्चात इसे वापिस नहीं लिया जा सकता है।

Regional Training Institute, Mumbai invites applications from the retired Sr. Audit/Accounts Officer Level (10/11) of the IA&AD for the post of Sr. Audit/Accounts Officer (EDP) on short term contract basis as detailed below: -

Sl. No.	Designation	No. of Posts	Reporting Officer	Job Description
	SAO, EDP	01	Director General	(i) Knowledge of basic networking, hardware, software, OS- Window, linux etc. (ii) Proficiency in MS office (Word, Excel, Power Point, Access). (iii) Familiarity with database with working experience in one of the database like Oracle, SQL Server, MySQL, Sybase etc. (iv) Proficiency in data analysis software such as IDEA, ACL & understanding of Tableau, IT Audit, Knime, GeM etc.) (v) Experience as faculty in RTI/ RTC would be given preference.

The terms and conditions of the appointment in general would be regulated as per CAG Circular No. 27/2021 vide letter No 967-Staff(App 1)/22-2021 dated 03 August 2021 read with Ministry of Finance, Department of Expenditure OM No. F.No. 3-25/ 2020- E. IIIA dated 9th December 2020.

Field offices shall display the notifications issued by RTI on the notice boards. Candidates may apply for the above post to this office on or before **19 August 2023** alongwith Bio-Data (Annexure enclosed) and attested copies of APAR for the last 5 years duly attested on each page. The required documents may be scanned and sent by email to avoid postal delay.

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.

यह महानिदेशक, क्षेत्रीय प्रशिक्षण संस्थान, मुंबई के अनुमोदन से जारी होता है।

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

भवदीय



व. लेखापरीक्षा अधिकारी/प्रशासन

संलग्न: बायोडेटा फॉर्म

BIO DATA (ANNEXURE)

1	Name in full (S/Shri/Ms)	
2	Post Held till superannuation/ retirement	
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) Last Office	
8	Whether belongs to SC/ST/Neither	
9	Date of entry into Government Service	
10	Date of entry in IA&AD	
11	Proficiency in Computers, full details may be given	
12	Last pay and Pay level	
13	Contact Number and official email Id	
14	Any other information	

I certify that above particulars given by me are true and correct to the best of my knowledge. I have read the job description, terms & conditions etc. carefully, related to the above post, and am willing to be considered for the same. Copy of last five years' APAR from the date of my retirement, have also been enclosed.

I also undertake that I will not withdraw my candidature after my selection in the above post as consultant.

Date

Place

Signature of the applicant



क्षेत्रीय प्रशिक्षण संस्थान भारतीय लेखा तथा लेखापरीक्षा विभाग
 पूर्वोत्तर क्षेत्र: लखतलेत कम्प्लेक्स, शिलांग - 793003
 REGIONAL TRAINING INSTITUTE (IA&AD)
 NE REGION: LACHATELETTE COMPLEX, SHILLONG-793003
 PHONE: 0364-2222594, 2210203 Email: rtishillong@cag.gov.in



संख्या/No. 73-RTI/Deptn./1-1/2023-24/Vol.XI/051

07 AUG 2023

सेवा में/To

आईए एंड एडी के सभी विभागाध्यक्ष,
 (मेलिंग सूची के अनुसार)।
 All Heads of Departments of IA&AD,
 (As per mailing list).

विषय: आरटीआई, शिलांग में प्रतिनियुक्ति के आधार पर रिक्त पदों को भरना।
 Subject: Filling up of vacant posts on deputation basis in RTI, Shillong.

महोदय /महोदया,
 Sir/Madam,

The Regional Training Institute, Shillong invites applications from eligible candidates to fill up the following vacant posts by transfer on deputation basis:

Sl. No.	Posts	No. of Post	Eligibility Criteria	Particulars/requirements
1.	Accountant/ Auditor	01	Persons holding the post of Asstt. Supervisor, Sr. Auditor/Sr. Accountant, Auditor/Accountant	1. Minimum two years' experience in an analogous post on regular basis. 2. Basic Computer knowledge and e-Office. 3. Administration/Training work.
2.	Private Secretary	01	Holding the post of Stenographer Gr.I	
3.	Stenographer	01	Holding the post of Stenographer Gr.II	
4.	Asstt. Caretaker	01	Holding the post of Clerk/Typist.	Minimum two years' experience in an analogous post on regular basis.
5.	DEO Grade 'A'	01	Holding the post of DEO Grade 'A'	

2. Applications for the *ibid*-mentioned post who are willing to be considered for deputation to RTI, Shillong may be forwarded to this Institute **on or before 31.08.2023** 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. The term of deputation will be initially for a period of three years which may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RTI, Shillong, the selected official will draw his/her basic pay plus admissible deputation allowance.

4. Maximum age for appointment by deputation shall not exceed 56 years as on date of application. The applications of the 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.


5. 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 reiterated 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 official(s) for 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, reserve the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

This issues with the approval of Director General.

Yours faithfully,

Encl: As stated above.


Core Faculty (Admn.)

ANNEXURE

**APPLICATION FOR THE POST OF SR. ACCOUNTANT. / SR. AUDITOR/
ACCOUNTANT/AUDITOR.**

1.	Name in full (Shri./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 belong (i) Parent Office (ii) Present Office	
8.	Whether belonging to SC/ST	
9.	Date of entry into Govt. Service	
10.	Date of entry into IA&AD	
11.	Proficiency in computer, details may be given	
12.	Present Pay and Pay Level	
13.	Mobile Number and official email ID	
14.	Any other relevant details	

दिनांक/Date:

स्थान/Place:

(आवेदक के हस्ताक्षर)
(Signature of Applicant)

यह प्रमाणित किया जाता है कि उपरोक्त विवरण हमारे कार्यालय के रिकॉर्ड के अनुसार सही हैं।

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

विभागाध्यक्ष के हस्ताक्षर (स्टाम्प के साथ)
Signature of the Head of the Department (with stamp)