

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 Jammu-10.08.2023 & RTI Shillong-11.08.2023

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

No: RTI/J/A/2023-24/Dep/357
Dated: 25-07-2023

To

CAG-All Offices (as per mailing list),

Subject: Deputation for the post of AAO(Trg) in RTI-Jammu –regarding.

Sir/Madam,

The applications are invited from desirous candidates with regard to the deputation assignment as per instructions given below.

S. No.	Post	No of vacancies
1.	Asstt: Audit/Accounts Officer/ Supervisor (Audit)/(Accounts	01

Eligibility Criteria

1. Holding analogous post of A.A.O.
2. Knowledge relating to overall Auditing in IA &AD is necessary.
3. Regular working proficiency in computers and comfort in using IT is necessary.
4. The officer shall be responsible for all the assigned work relating to the AAO training in this office.
5. The applicant with 56 years of age or above should not apply for the deputation post.

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 **23-08-2023**. 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 RTI/RTC 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 deputation should not exceed 56 years as on the closing date of application for the post.

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(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.

The Headquarter office has again issued a circular letter vide No:**11/Trg. Div./42-A/2023 dated: 02/05/2023** to heads of Department of IA&AD offices requesting therein that:

- (i) Heads of field offices may assess the human resource requirements of respective offices and spare the services of SAOs/AAOs to RTIs /RTCs by permitting them to apply against the vacancies notified by RTIs /RTCs.
- (ii) Encourage SAOs/AAOs with domain knowledge for applying for the positions of Core-Faculty notified by the RTIs/RTCs providing them an opportunity to contribute to the capacity development activities of SAI India.
- (iii) Heads of field offices may extend faculty support by deputing officers with domain expertise to facilitate training sessions at RTIs/RTCs whenever such requests are received from RTIs / RTCs.
- (iv) Heads of field offices/ RTIs / RTCs may actively discuss the above.

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

Yours faithfully,
Sd/-
Sr. Administrative Officer (A)

OFFICE OF THE DIRECTOR GENERAL REGIONAL TRAINING INSTITUTE,
JAMMU

No: RTI/J/A/2023-24/Dep/376

Dated: 28-07-2023

To

CAG-All Offices (as per mailing list),

Subject: Deputation for the one post of Data Entry Operator Grade 'A' in RTI, Jammu -
regarding

Madam/Sir,

In continuation to this office earlier notification issued under No: RTI/J/A/2022-23/Dep/55 dated 19-04-2023, the applications are again invited from the desirous candidates for the post of Data Entry Operator Grade 'A' on deputation basis in this office on usual terms and conditions The Eligibility criteria for deputation are as under: -

S. No	Name of the Post	No of vacancies
1.	Data Entry Operator Grade 'A'	01

Eligibility criteria:

1. Holding Analogous Post on regular basis in the parent cadre.
2. Auditor/Accountant (well acquainted in typing and proficiency in computer) can also apply for this deputation assignment. However, preference will be given to the Data Entry Operator Grade A application, if received.
3. Minimum 02 years' experience
4. The application of the eligible and willing officials who can be spared immediately in the event of their selection on deputation to this office. The recommendations accompanied with the following documents/certificates may kindly be forwarded to the undersigned latest by **27-08-2023**.
 - i) Bio-Data (in the enclosed format)
 - ii) Copies of APAR for the previous 2 years.
 - iii) Integrity certificate/Disciplinary/Vigilance clearance certificate.

Terms of deputation & selection process

1. 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 RTI/RTC reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
3. Selection of a suitable official shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall be notified.
4. Deputationist will be eligible for deputation (Duty) allowance as per extant rules.
5. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
6. The candidate once selected for the post will not be allowed to withdraw his/her candidature subsequently.

7. The initial period of deputation will be for a period of three years and is extendable subject to performance and approval of Competent Authority.

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 official for administrative assignments at RTIs/RTCs at the earliest.

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

Yours faithfully,

Sd/-
Sr. Administrative Officer (Admn)

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

No: RTI/J/A/ Dep/2023-24/359
Dated: 25/07/2023

To

CAG-All Offices
(As per mailing list)

Subject: Deputation for the post of Sr. A. O (KC-Defence) in RTI Jammu –regarding.

Sir/Madam,

In continuation to this office notification issued under No: RTI/J/A/Dep/2023-24/139 dated 22-05-2023, the applications from desirous officers of the rank of **Senior Audit Officer** are invited for the deputation assignment as per the Job description/ Eligibility criteria given below:

S. No.	Post	No of vacancies
1.	Sr. Audit Officer (Knowledge Centre –Defence Audit)	01

Eligibility Criteria

1. Holding the analogous post of Sr. Audit Officer.
2. Knowledge relating to overall working in IA &AD is necessary.
3. Possessing in-depth knowledge and experience in operating Computer applications including e-office.
4. Delivering lectures with regard to Knowledge Centre-Defence Audit is mandatory.
5. Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and Case Studies with regard to Defence Audit courses.
6. The applicants who are 56 years of age or above should not apply for the **deputation** post.

Terms of **deputation & selection process**

1. The **deputation** term shall initially be for a period of three years and may be extended by Competent Authority subject to continued suitability of the officer and administrative convenience. The RTI however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the officer. The required documents of the eligible applicants forwarded by the respective parent offices may be scanned and sent by e-mail to avoid postal delay.
2. **Training** Allowance will be admissible as per instructions prevailing from time to time.
3. Selection of a suitable officer will be made by adopting the appropriate selection procedure based on the requirement of knowledge and skills involved in the job. The selection of the applicant will be notified.

All applicants who are willing should apply through their respective Parent Offices. In accordance with Headquarters' Office instructions, the Parent Offices are requested to forward

the applications of all willing applicants along with the Bio-data and APARs for the last five years to this Institute, so as to reach this Institute latest by **23-08-2023**.

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

The Headquarter office has again issued a circular letter vide No:**11/Trg. Div./42-A/2023 dated: 02/05/2023** to heads of Department of IA&AD offices requesting therein that:

- (i) Heads of field offices may assess the human resource requirements of respective offices and spare the services of SAOs/AAOs to RTIs /RTCs by permitting them to apply against the vacancies notified by RTIs /RTCs.
- (ii) Encourage SAOs/AAOs with domain knowledge for applying for the positions of Core-Faculty notified by the RTIs/RTCs providing them an opportunity to contribute to the capacity development activities of SAI India.
- (iii) Heads of field offices may extend faculty support by deputing officers with domain expertise to facilitate training sessions at RTIs/RTCs whenever such requests are received from RTIs / RTCs.
- (iv) Heads of field offices/ RTIs / RTCs may actively discuss the above

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

Yours faithfully,
Sd/-
Sr. Administrative Officer (A)

I/339775/2023



क्षेत्रीय प्रशिक्षण संस्थान भारतीय लेखा तथा लेखापरीक्षा विभाग
पूर्वोत्तर क्षेत्र: लछतलेत कम्प्लेक्स, शिलांग - 793003
REGIONAL TRAINING INSTITUTE (IA&AD)
NE REGION: LACHATELETTE COMPLEX, SHILLONG-793003
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No. 73-RTI/Deptn./1-1/2022-23/Vol.XI/ 598

28 JUL 2023

CIRCULAR

Applications, through proper channel (i.e.duly forwarded with approval of the cadre-controlling officer), are invited from eligible candidate for filling up the following posts in RTI, Shillong on deputation basis:

Sl. No.	Posts	No. of Post	Purpose	Eligibility/Requirement
1.	<ul style="list-style-type: none">• AAO for the eHRMS Functional Help Desk.• The post will be interchangeable between Sr. AO & AAO	02	The SAO/AAO shall be function as Functional Help Desk to the Admins and Employees of RTI, Shillong User Offices during the eHRMS implementation and on boarding phase.	<ul style="list-style-type: none">• Holding analogous post of AAO/SAO.• Proficiency in working on Information Technology (IT) applications and computer. Weightage will be given to applicants having experience related to Human Resources or Administration/Bills in the Department and to those with experience in computerization project.• The applicants with 56 years of age or above should not apply for the deputation post.

Brief work Profile: The main features of the eHRMS application are digitization and automatic updation of employees' Service Books like personal information, various declarations, LTC, Loans and Advance, leave application and joining, various types of reimbursement, e-tour, etc, through online services.

Terms of deputation & selection process.

1. The deputation period will initially be up to **28.02.2024**, which may be extendable by the competent authority subject to continued suitability and administrative convenience. RTI, Shillong, however, reserves the right to repatriate a deputationist at any time, if his/er performance is found unsatisfactory.
2. Deputation Allowance would be admissible as per instructions prevailing from time to time.
3. Suitable candidates may need to appear in an online interview to be conducted by the IS Wing of Headquarters prior to selection for the deputation post.

I/339775/2023

4. Applications of all interested and eligible officers may kindly be forwarded to RTI, Shillong along with the following documents latest **31 August 2023**.
- (a) Bio-data of applicant in enclosed format.
 - (b) Vigilance/Disciplinary clearance certificate: It may be certified that no Disciplinary/Vigilance/Court Case is either pending or being contemplated against the applicant.
 - (c) Attested copies of APARs dossiers for the last five years.

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 position in RTIs/RTCs were issued. The important issues addressed by Headquarters office in the said circular are as under:

- Field offices shall display the deputation notifications issued by RTIs/RTCs in their notice boards.
 - Field offices shall circulate the notification among the staff by giving reasonable time to candidates for responding to the notification.
 - Field offices shall forward all applications received from their officers against the positions advertised by RTIs/ RTCs without withholding any application.
 - 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.
- 5 Wide publicity may please be given to this notification to encourage participation of officers for the assignment in RTI, Shillong.

This issues with the approval of Director General.

Yours faithfully,


Core Faculty (Admn)

सेवा में/To

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

Application for the post of SAO/AAO (eHRMs)

1.	Name	
2.	Designation	
3.	Date of birth	
4.	Qualification (i) Educational: (ii) Professional:	
5.	Name of office to which the officer belongs (iii) Parent office: (iv) Office in which working at present.	
6.	Whether the officer belongs to SC/ST. If yes, please mention category.	
7.	Date of entry into Govt. Service	
8.	Date of entry into IA&AD	
9.	Date & Year of passing SOG Examination (please mention whether Commercial, Civil, Accounts, Railway, Postal or Defence Audit)	
10.	Date of promotion as AAO/SAO	
11.	Number of years completed in the grade as on date: (c) AAO (d) Sr.AO	
12.	Present pay	
13.	Experience	
14.	Details of other exam(s) passed	
15.	Proficiency in Computer. Details may be given	
16.	Contact details (Mobile and email)	

The information furnished above is correct to the best of my knowledge.

Signature of the Candidate