

- Filling up of post of Faculty Member (IS) in RTI, Chennai-reg.

Applications invited from:

All Eligible and Interested candidates

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section : 11.08.2022

- Engagement on the basis of short term contract at RTI, Mumbai-reg.

Applications invited from:

All Eligible and Interested candidates

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section : 11.08.2022

- Filling up of vacancies at iCISA on deputation basis-reg.

Applications invited from:

All Eligible and Interested candidates

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section : 11.08.2022



भारतीय लेखापरीक्षा तथा लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, चेन्नई

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, CHENNAI

No. RTI/ADMN/II/2022-23/145

Dated 01/08/2022

To,
All the Heads of Offices
(IA&AD as per mailing list)

Sub: Filling up of post of Faculty Member (IS) in RTI, Chennai on deputation basis – reg.
SIR/MADAM,

Applications are invited from eligible candidates viz. SAOs/AAOs for filling up of one post of Faculty Member (IS) on deputation basis on usual terms and conditions.

2. The term of deputation will be initially for a period of three years extendable on yearly basis subject to administrative convenience and consent of lending Office/HQrs.
3. Age of the willing Officer should not exceed 56 years as on the date of issue of this notification.
4. The Officer should have ample knowledge and experience in handling classes in MS Office applications, Oracle, SQL, IDEA, IT Audit and preferably CIA or CISA qualified. He/she should be proficient in SAI portal.
5. Selected candidate is eligible for Training allowance at the admissible rates

It is requested that names of willing SAOs/AAOs, who fulfil the eligibility criteria may be forwarded along with their bio-data in the format prescribed, certificate of no charges/vigilance /court case pending and grading of the individual in APAR/SPARROW for the last five years i.e. for the period from 2017-18 to 2021-22 on or before 31.08.2022.

Attention to Headquarters Circular No. 269/Trg. Div./42-A/2019 date 18.09.2019 is invited which inter-alia stipulates that field offices should display/circulate deputation notification issued by RTIs/RTCs among the staff and forward all such applications received to RTIs/RTCs.

A copy of duties attached to the post is attached herewith.

This issues with the approval of Director General.

Yours faithfully,


SR. AUDIT OFFICER/ADMN

PROFORMA

NAME IN FULL (CAPITAL LETTERS)	
DATE OF BIRTH	
QUALIFICATION 1. Educational 2. Professional	
DATE OF ENTRY INTO GOVT. SERVICE	
DATE OF ENTRY IN IAAD	
DATE OF PASSING OF EXAMS 1. SOG 2. RA 3. CPD I 4. CPD II 5. CPD III 6. Other examinations	
DATE OF PROMOTION 1. SO 2. AAO 3. AO 4. SAO	
BASIC PAY AS ON 01.07.2022 WITH PRESENT PAY LEVEL/MATRIX	
OFFICE TO WHICH BELONGS	
EXPERIENCE IN THE RELEVANT FIELD	
CONTACT DETAIL 1. MOBILE NO 2. CAG MOBILE ID 3. PRESENT ADDRESS 4. PERMANENT ADDRESS	
ANY OTHER RELEVANT INFORMATION	

Duties of Faculty Member (IS)

1. The work relating to IS Courses
2. Preparation of Annual Calendar of Training Programme for IS Courses.
3. Preparing the course schedule, coordinating and conducting all advanced IS Courses
4. Selection of guest faculty.
5. Preparation of course materials/handouts/AV aids, handling sessions.
6. Assessment and evaluation of the effectiveness of training.
7. Developing and standardizing course ware
8. Liaison with outside Institutes for faculty support.
9. Overall supervision of working of Labs I and II.
10. All other issues connected with EDP training.
11. Any other work assigned by Director General/Principal Director from time to time.

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

सं/क्षेप्रसं मुंबई / प्रतिनियुक्ति / 2022-23/परिपत्र-4
दिनांक 29.07.2022

सेवा में

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

विषय: क्षेत्रीय प्रशिक्षण संस्थान (क्षेप्रसं), मुंबई 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 ने अल्पकालिक अनुबंध के आधार पर वरिष्ठ लेखापरीक्षा अधिकारी एवं लेखाकार/लेखा परीक्षक के पद के लिए भारतीय लेखा व लेखापरीक्षा विभाग के सेवानिवृत्त वरिष्ठ लेखापरीक्षा अधिकारी (स्तर 10/11) एवं सहायक पर्यवेक्षक/ वरिष्ठ लेखा परीक्षक/वरिष्ठ लेखाकार/लेखा परीक्षक(स्तर 5/6/7)से आवेदन आमंत्रित कियाजाता है:

क्रम सं	पदनाम	संख्या	रिपोर्टिंग अधिकारी	कार्य विवरण
1	वरिष्ठ लेखा परीक्षा अधिकारी / वरिष्ठ लेखा अधिकारी (कोर फैकल्टी/ ज्ञान केंद्र)	01	महानिदेशक	1. ज्ञान केंद्र और वाणिज्यिक प्रशिक्षण का प्रभार संकाय और प्रशिक्षण समन्वय पहलुओं को छोड़कर - क) प्रशिक्षण कैलेंडर/कार्यक्रम तैयार करना, ख) विभिन्न ज्ञान केंद्र विषयों पर प्रशिक्षण सामग्री, शोध पत्र, केस स्टडीज, एसटीएम आदि की तैयारी, ग) विभिन्न ज्ञान केंद्रों और व्यावसायिक विषयों पर व्याख्यान देना, घ) ज्ञान केंद्र और वाणिज्यिक प्रशिक्षण पर प्रतिभागियों की प्रतिक्रिया संसाधित करना।

				<p>2. वरिष्ठ लेखा परीक्षा अधिकारी (कोर फैकल्टी/सामान्य एवं समन्वय) को ज्ञान केन्द्र एवं व्यावसायिक प्रशिक्षण पर मुख्यालयों को भेजी जाने वाली विवरणियों की सूचना उपलब्ध कराना।</p> <p>3. ज्ञान केंद्र और वाणिज्यिक प्रशिक्षण के संबंध में उत्पन्न होने वाले किसी अन्य कार्य पर वरिष्ठ लेखा परीक्षा अधिकारी (मुख्य संकाय / सामान्य और समन्वय) के साथ समन्वय करना।</p> <p>4. ज्ञान केन्द्र की गतिविधियों पर विवरणी तैयार करना।</p> <p>5. समाचार पत्र तैयार करना/संकलन करना</p> <p>6. ज्ञान केन्द्र एवं व्यवसायिक प्रशिक्षणार्थियों की उपस्थिति का पर्यवेक्षण।</p> <p>7. वरिष्ठ लेखा परीक्षा अधिकारी (कोर फैकल्टी/सामान्य एवं समन्वय) की अनुपस्थिति में कार्यभार संभालना।</p> <p>8. महानिदेशक, क्षेप्रसं द्वारा सौंपा गया कोई अन्य कार्य</p>
2	लेखाकार/लेखा परीक्षक	01(रिक्त)	स ले प अ (प्रशा)	<p>निम्नलिखित प्रशासनिक कार्यों में SAO /AAO (Admn) की सहायता करना:</p> <p>1.स्थापना से संबंधित काम जिनमें पीएफएमएस और आईईबीएमएस, कैश मैनेजमेंट इत्यादि शामिल हैं,</p> <p>2. प्रशासन से संबन्धित काम जैसे टिप्पण और मसौदा लेखन, फ़ाइल रखरखाव, मुख्यालय तथा अन्य कार्यालयों से पत्राचार इत्यादि शामिल हैं,</p> <p>3. GeM /GISO के माध्यम से तय प्रक्रिया के अनुसार समय पर टेंडरिंग, कॉन्ट्रैक्ट और स्टोर्स मैनेजमेंट सोर्सिंग में सहायता करना,</p> <p>4. भवन और छात्रावास का रख रखाव का निगरानी रखना और रिपोर्ट करना,</p>

सामान्य रूप से नियुक्ति के नियम और शर्तें, मुख्यालय पत्र संख्या 967-स्टाफ (नियुक्ति 1)/22-2016 दिनांक 03 अगस्त 2021 के माध्यम से जारी परिपत्र संख्या 27/2021 के साथ वित्त मंत्रालय, व्यय विभाग के ओएम नं एफ.एन.ओ. 3-25 / 2020- ई। IIIA दिनांक 9 दिसंबर 2020 के अनुसार होगी।

क्षेत्र कार्यालय आरटीआई द्वारा जारी यह अधिसूचनाको सूचना पट्टों पर प्रदर्शित करेंगे। उक्त पद के लिए इच्छुक अभ्यर्थी उनके आवेदन उनके बायो-डाटा (संलग्न प्रोफॉर्मा में), प्रत्येक पृष्ठ पर विधिवत सत्यापन किया गया पाँच साल का एपीएआर की प्रमाणित प्रतियाँ के साथ 17 अगस्त 2022 या उससे पहले इस कार्यालय को भेज सकते हैं। डाक देरी से बचने के लिए दस्तावेजों को स्कैन कर द्वारा ईमेल द्वारा भेजे जा सकते हैं।

भावी उम्मीदवार आवेदन करने से पहले कृपया सेवा शर्तों और कार्य आवश्यकताओं को ध्यान से देख सकते हैं। यह ध्यान दिया जा सकता है कि एक बार क्षेत्र प्र सं, मुंबई में आवेदन भेजे जाने के बाद, इसे वापस नहीं लिया जा सकता है।

Regional Training Institute, Mumbai invites applications from the retired Asstt. Supervisor/ Sr Auditor/ Sr Accountant/ Auditor/ Accountant Level (5/6/7) of the IA&AD for the post of Auditor/ Accountant on short term contract basis as detailed below: -

Sr. No.	Designation	No. of Post	Reporting officer	Job description
1	Sr. Audit Officer / Sr. Accounts Officer (Core Faculty - Knowledge Center) (Level 10/11)	01	Director General	1. Charge of Knowledge Center and Commercial Training (Except Faculty and Training Coordination aspects) - a) Preparation of training calendar/programme, b) Preparation of training material, research papers, case studies, STM etc. on various knowledge center topics, c) Lectures on various knowledge centers and business subjects, d) Processing participants' feedback on knowledge center and commercial training. 2. To provide information to the Senior Audit Officer (Core Faculty/General & Coordination) about the returns to be sent to the Headquarters at the Knowledge Center and Vocational Training. 3. Coordinating with the Senior Audit

				<p>Officer (Chief Faculty/General & Coordination) on any other work that may arise in connection with the Knowledge Center and Commercial Training.</p> <p>4. To prepare a report on the activities of the Knowledge Centre.</p> <p>5. Preparation / Compilation of Newsletters</p> <p>6. Supervision of attendance of knowledge center and commercial trainees.</p> <p>7. To take charge in the absence of Sr. Audit Officer (Core Faculty/General & Coordination).</p> <p>8. Any other work assigned by the Director General, RTI</p>
2.	Auditor/ Accountant	01	AAO (Admin)	<p>To assist SAO/AAO (Admn) in the following administrative functions. Administration and Establishment in RTI, Mumbai, including:</p> <p>1. Establishment functions, including operating PFMS and iBEMS, Cash Management etc.</p> <p>2. Administration functions, including Noting-drafting, communication with Hqs and other offices etc.</p> <p>3. Assisting in tendering as per due procedure, sourcing through GeM/ GISO, contract and stores management</p> <p>4. Taking account of assets and building (including hostel) and reporting regarding the same</p>

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 I)/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.

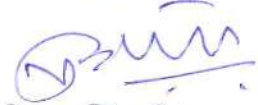
Field offices shall display the notifications issued by RTI on the notice boards. Candidates may apply for the above post to this office on or before **17 August 2022** along with Bio-Data (Annexure enclosed) and **attested** copies of APAR for the last 5 years duly attested on each page. The required 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 क्षेत्रीय प्रशिक्षण संस्थान, मुंबई के महानिदेशक के अनुमोदन से जारी होता है।

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

भवदीय



व. लेखापरीक्षाअधिकारी/प्रशासन

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



लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth and Public Interest

International Centre for Information Systems & Audit

International Training Centre of Comptroller & Auditor General of India
www.icisa.cag.gov.in

No. Admn-i-Est10DepM/7/2019-Admn/ 112

Date: 26.07.2022

To

All IA&AD Offices
(As per mailing list)

Subject: Filling up of vacancies at iCISA on deputation basis.

Sir/ Madam,

Applications are invited for available vacancies to be filled on deputation basis at International Centre for Information Systems and Audit (iCISA), NOIDA as detailed below:

Sl. No.	Post	No. of Posts	Pay Level
1.	Assistant Administrative Officer	02	Level – 8
2.	Supervisor/Asst. Supervisor/Sr. Auditor/ Sr. Accountant/Auditor/Accountant	01	Level-7/6/5

1. Tenure of Deputation period will be initially for 3 years subject to satisfactory service which may be extended for further tenure.
2. For the purpose of Transport Allowance, Noida is regulated as per rates applicable to 'Other places' in terms of Ministry of Finance O.M. No. 21(2)/2008-E.II(B) dated 29.08.2008 and subsequent O.M. No. 21(2)/2015-E.II(B) dated 06.08.2015.
3. Preference will be given to the applicants who have prior work experience in training institutes/ centers.
4. Candidates appearing for examinations outside IA&AD will not be considered for the said deputation.
5. The applicants who have already applied earlier may also submit fresh application.
6. The essential and desirable qualifications is annexed (Annexure-I). The Names of willing officials satisfying the essential and desirable qualifications may please be forwarded through cadre controlling authority along with the Bio-Data (Annexure II) and the abstracts of APARs/ACRs for the previous years (Annexure-III) to this office latest by 16.08.2022.
7. Priority will be given to the official/staff working at iCISA in allotment of residential quarters within the campus, subject to its availability.

Enclosure: Annexures – I to III

Hansha
Director (Admn)
iCISA, Noida

ANNEXURE – I

Essential and desirable experience and qualification for the deputation

Post	Qualification
Assistant Administrative Officer (02)	<p>Essential</p> <ul style="list-style-type: none">• Applicants should be holding analogous post or has passed SAS examination.• The age of the applicant should not exceed 56 years on the closing date of receipt of applications.• Applicant can be from any office under IA&AD. <p>Desirable/ Preferable</p> <ul style="list-style-type: none">• Preference may be given to candidates having professional certifications/IT qualifications/Technical qualifications/IT Experience and those comfortable in using IT systems
Asst. Supervisor/Sr. Auditor/ Sr. Accountant/ Auditor/Accountant (01)	<ul style="list-style-type: none">• Applicants should be holding analogous post.• The age of the applicant should not exceed 56 years on the closing date of receipt of applications.• Applicant can be from any office under IA&AD. <p>Desirable/ Preferable</p> <ul style="list-style-type: none">• Preference may be given to candidates having professional certifications/IT qualifications/Technical qualifications/IT Experience and those comfortable in using IT systems.

ANNEXURE-II

Proforma regarding the bio-data of the applicant

1. Name	
2. Designation	
3. (i) Date of birth and (ii) Age as on 01.06.2022	
4. Qualification (i) Educational (ii) Professional	
5. Office to which belongs (i) Parent Office (ii) Office and station in which working at present	
6. Whether belongs to SC/ST. If yes please mention category	Yes/No
7. Date of entry into Govt. Service	
8. Date of entry in IA&AD	
9. Present Pay & Level	
10. Detailed experience and posts held (Attach separate sheet giving details under this column, duly signed.)	
11. Proficiency in Computers (Details may be given)	
12. Contact details (Phone/Mobile No. & email address)	Phone/Mobile No.: Email address:
13. Any other information	

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

Dated signature of the candidate

Annexure – III

ABSTRACTS OF APARs/ACRs in respect of (Name of the candidate)

2021-22	2020-21	2019-20	2018-19	2017-18

It is certified that:

- (i) I have verified the grading from the original APARs and found correct
- (ii) No vigilance or disciplinary case is either pending or contemplated against the above officials. No major penalty has been imposed on the above officials in the past.

Date:

Sr. AO (Admn.)*

Place: -----

O/o-----