



भारतीय लेखापरीक्षा तथा लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, चेन्नई
INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, CHENNAI

RTI/Admn./Dept/Unit-II/2023-24/ 75

Dt. 10.07.2023

To

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

Sub: Filling up of vacancy in the cadre of SAO in RTI, Chennai on deputation basis-reg.

Sir/Madam,

One vacancy is likely to arise in the cadre of SAO (Admn.) in Regional Training Institute (RTI), Chennai shortly. The vacancy will be filled on deputation basis.

Applications from eligible and willing Officers who fulfil the eligibility criteria are invited to fill the post.

ESSENTIAL QUALIFICATION

1. SENIOR AUDIT OFFICER/SENIOR ACCOUNTS OFFICER holding analogous post on a regular basis for minimum period of two years.
2. Prior experience in using PFMS / iBEMS/GeM/GST module is desired.
3. Experience in Administration, Office Management are also desired.
4. Working experience as Drawing and Disbursing Officer and in Regional Training Institute is desired
5. Candidates without the desirable qualification in Sl No.2 ,3 and 4 can also apply.
6. The selected Officer will be eligible for deputation allowance as per extant orders issued from time to time.
7. Applicant should not have crossed the age of 56 years on the closing date for receipt of applications.(ie., 21-08-2023)
8. Working knowledge in Hindi.

Names of SAOs who are willing to be considered for deputation to RTI, Chennai and fulfilling the eligibility criteria may be forwarded along with their bio-data, experience and grading of APAR for the last five years i.e., from 2017-18 to 2021-22 on or before 21-08-2023. The term of deputation will be initially for a period of three years.

Attention to HQs instructions dated 18.09.2019 is invited which inter-alia stipulate that deputation notifications issued by RTIs/RTCs should be displayed in the Notice Board and all such applications received be sent to RTIs/RTCs without withholding any application.

This issues with the approval of Director General.

Yours faithfully,


Senior Audit Officer (Admn.)

Application Form/Bio-Data

Name of the Post: SENIOR AUDIT OFFICER / SENIOR ACCOUNTS OFFICER(ADMN,0

Name of the RTI: Regional Training Institute, Chennai

1	Name	
2	Date of Birth	
3	Date of entry into IA &AD with name of post	
4	Educational Qualification	
5	Languages known	
6	Month/Year of Passing SAS/SOG Examination	
7	Month/Year of passing SO/AAO Revenue Audit Examination/CPD I/CPD II /CPD III	
8	Date of Promotion as	
	Section Officer	
	Assistant Audit Officer/ Assistant Accounts Officer	
	Audit Officer / Accounts Officer	
	Senior Audit Officer / Senior Accounts Officer	
9	Date of Superannuation	
10	Professional Qualification (other than Sl. No. 6 &7)	
11	Details of Work experience	
12	Present post and date from which it is held	

Signature of Applicant