

Filling up of various vacancies at RTI Nagpur, RTI Chennai and iCISA Noida on deputation basis

Applications invited from:

All eligible and interesting candidates

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

RTI Nagpur:14.07.2023

RTI Chennai:06.07.2023

iCISA Noida:06.07.2023

REGIONAL TRAINING INSTITUTE, 26/1, CIVIL LINES, NAGPUR

Circular

परिपत्र-21

संख्या: क्षे.प्र.सं./नागपुर/प्रतिनियुक्ति/2023-24/133

दिनांक: 22-06-2023

Applications are invited to fill up the post of Senior Audit Officer/Senior Accounts Officer (IS Core faculty), Assistant Audit Officer/ Assistant Accounts Officer (IS Core faculty), Private Secretary, Clerk and Driver in Regional Training Institute, Nagpur from eligible Officers and Staff on Deputation basis from the field offices of IA&AD as per existing rules of deputation.

In terms of Training Division Circular no. 269/Trg. Div./42-A/2019 dated 18-9-2019, the initial deputation period will be 3 years and extendable on yearly basis. However, Regional Training Institute reserves the right to repatriate a person on deputation at any time, if his/her performance is found unsatisfactory.

Vide headquarters' circular No. 1-SS&R/2019 No. 1718-Staff (S&R)/Misc./4A-2013 dated 01-11-2019 for the post of Senior Audit Officer/Senior Accounts Officer/Core faculty, Assistant Audit Officer/Assistant Accounts Officer may also apply for the post of core faculty.

The eligibility criteria for the different posts to be filled in on deputation basis are following:-

क्षेत्रीय प्रशिक्षण संस्थान, नागपुर में वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी (आई एस संकाय), सहायक लेखापरीक्षा अधिकारी/लेखा सहायक अधिकारी (आई एस संकाय), निजी सचिव, क्लर्क तथा ड्राइवर पदों को भरने के लिए भारतीय लेखापरीक्षा और लेखा विभाग के सभी क्षेत्र कार्यालयों से आवेदन आमंत्रित किए जाते हैं.

मुख्यालय के प्रशिक्षण प्रभाग परिपत्र संख्या 269/Trg.Div./42-A/2019 दिनांक 18-9-2019 के अनुसार, प्रारंभिक प्रतिनियुक्ति अवधि 3 वर्ष होगी और वार्षिक आधार पर विस्तार योग्य होगी। परंतु, यदि किसी प्रतिनियुक्तिकर्ता का प्रदर्शन असंतोषजनक पाया जाता है तो क्षेत्रीय प्रशिक्षण संस्थान उसे किसी भी समय प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है।

मुख्यालय के परिपत्रक क्रमांक 1-SS &R/2019 No. 1718-Staff (S&R) /Misc./4A-2013 दिनांक 01.11.2019 के अनुसार वरिष्ठ लेखापरीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी (संकाय) पद के लिए सहायक लेखापरीक्षा अधिकारी / सहायक लेखा अधिकारी भी आवेदन कर सकते हैं ।

प्रतियुक्ति के आधार पर भरे जाने वाले विभिन्न पदों के लिए पात्रता मानदंड निम्नलिखित हैं: -

Designation	No. of Posts	Work	Work Experience
Sr. A.O/ A.A.O	02	IS Faculty	In-depth knowledge and experience in delivering lectures on computer based training programmes like MS Office, Oracle, CAATs- IDEA, Tableau, PL/SQL, IT Audit, Website applications etc. Position will also require to develop training materials for IS Courses.
Private Secretary to Director General	01	Secretarial work	Holding similar post in any office. Sr. Auditor/Accountant may also apply for the post. The official selected shall report to the Director General, RTI, Nagpur.
Clerk	02	Administration and training related work	Holding similar post in any office.
Driver	01	Car driving	Should possess a valid Driving license for motor car, should be at least 10th pass, should be able to repair minor defects in the vehicle, should be fully conversant with traffic rules and should have an minimum experience of three years of motor car driving. Working on similar post/grade.

The requirement may kindly be circulated and names of interested officers and staff may be forwarded along with following documents latest by 21st July 2023.

आवश्यकता को परिचालित कर के इच्छुक अधिकारियों और कर्मचारियों के नाम अधिकतम 21/07/2023 तक निम्नलिखित दस्तावेजों के साथ भेजे जा सकते हैं।

1. Particulars of the applicants (Biodata).
 2. Vigilance clearance certificate: It may be got certified that no disciplinary/ court/vigilance case is either pending or contemplated against applicant.
 3. Certified copies of ACRs/APARs dossiers for the last 05 years.
 4. Officials below the age of 56 as on the date of this Notification alone are eligible to apply.
1. आवेदकों का विवरण (बायो-डेटा) ।
 2. सतर्कता मंजूरी प्रमाणपत्र: यह प्रमाणित किया जाए कि आवेदक के खिलाफ कोई अनुशासनात्मक / न्यायालय / सतर्कता का मामला न तो लंबित है न उस पर कोई विचार किया गया है।
 3. पिछले 05 वर्षों के लिए एसीआर / एपीएआर डोजियर की प्रमाणित प्रतियां।
 4. इस अधिसूचना की तिथि तक 56 वर्ष से कम आयु के अधिकारी/कर्मचारी ही आवेदन करने के पात्र होंगे।

(Authority: Director General's order dated 21.06.2023)

Sd/-

Sr. Audit Officer/Admin



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/ 25

Dt. 09.05.2023

To

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

Sub: Filling up of vacancy in the cadre of Sr.Auditor/Sr.Accountant, in
RTI, Chennai on deputation basis-reg.

Sir/Madam,

One vacancy is likely to arise in the cadre of Sr.Auditor/Sr.Accountant in the Regional Training Institute (RTI), Chennai shortly. The vacancy will be filled up on deputation basis. The names of Sr.Auditor(s)/Sr.Accountant(s) or Accountant(s)/Auditor(s), who are willing to be considered for deputation to RTI, Chennai may be forwarded along with their bio-data, experience and grading of APARs for the last five years on or before 05.06.2023.

A Copy of the duties attached to the post is enclosed herewith.

The term of deputation will be initially for a period of three years. They are eligible to draw deputation allowance as per the extant orders.

Attention to Headquarters circular 269/Trg. Div./42-A/2019 dated 18.09.2019 is invited which inter-alia stipulates that field offices should display/circulate deputation notifications issued by RTIs/RTCs among staff and forward all such applications received to RTIs/RTCs, without withholding any application and relieve the selected official at the earliest.

This issues with the approval of Director General.

Encl: as above

Yours faithfully,

Sr.Audit Officer (Admn.)

Application Form/Bio-Data

Name of the Post: Sr. Accountant / Sr. Auditor

1	Name	
2	Date of Birth	
3	Date of entry into IA&AD with name of Post	
4	Educational Qualification	
5	Languages Known	
6	Date of Promotion as Sr.Accountant/Sr.Auditor	
7	Date of Superannuation	
8	Professional Qualification (other than Sl. No.4	
9	Details of Work experience	

Signature of applicant

It is certified that the above particulars provided by the official are correct as per this office records. It is also certified that no vigilance/ disciplinary case is either pending or contemplated against the official. No major/ minor penalty has been imposed on the official.

Countersigned by the Cadre Controlling Authority

Duty list of Sr.Accountant/Sr.Auditor (UNIT-V)

1. Training related work

2. All office Purchases with Obtaining expenditure sanction for all purchases bills

3. Calls for the quotations for purchases manually and through (GEM Portal)

4. AMCs for office and outsourcing staffs

5. Familiarise with GEM portal

6. Any other work assigned by AAO/ SAO(Admn.) Director General

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAY MARG, NEW DELHI – 110 124

No. 269/Trg. Div./42-A/2019
Dated 18.09.2019

TRAINING DIVISION
CIRCULAR

To

Heads of Department of IA&AD offices
(As per e-mail list)

Subject: Deputation of staff to RTIs/RTCs

Madam/Sir,

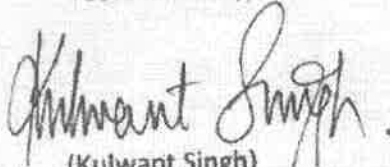
Regional Training Institutes (RTIs)/Regional Training Centres (RTCs) are the centres for capacity building of Indian Audit & Accounts Department and enrich the human capital of its user offices across India.

2. The staff working at RTIs/RTCs are appointed on deputation basis from field offices of the department across India. To augment the staff (Administration and Faculty) in RTIs/RTCs, the competent authority has decided that while deputing staff to RTIs/RTCs, all the field offices shall strictly adhere to the following instructions:

- (i) 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;
- (ii) Field offices shall forward all the applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application;
- (iii) 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.
- (iv) 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.

3. Receipt of this circular may please be acknowledged by email to trgwing@cag.gov.in

Yours faithfully,


(Kulwant Singh)
Principal Director (Training)



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

RTI/Admn/II/Dept./2023-24/57

Dated. 23.06.2023

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

Sub: Filling up of one post of Sr. Accountant / Sr. Auditor in RTI, Chennai on
deputation basis -reg

Sir / Madam,

In continuation to this office notification No. RTI/Admn/II/2023-24/25 dt. 09.05.2023 calling for applications for filling up of one post of Sr. Accountant / Sr. Auditor in RTI, Chennai, on deputation basis the due date for receipt of applications has been extended up to 07.07.2023. All other conditions remain unchanged.

This issues with the approval of Director General

Yours faithfully,

Sr. Audit Officer (Admn.)



International Centre for Information Systems & Audit

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

No. iCISA/Admn-I-Est10DepM/4/efile(72968)/15

Dated: 20.06.2023

To

All IA&AD Offices
(As per mailing list)

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

Applications are invited for anticipated/available vacancies for following posts to be filled on deputation basis at International Centre for Information Systems and Audit (iCISA), Noida as detailed below:-

Sl. No.	Post	Pay Level
1.	Assistant Administrative Officer	Level 8/9

1. Tenure of Deputation period will be initially of 3 (Three) years which can be extended subject to suitability/performance after following extant rules and orders for further tenure.
2. Candidates appearing for examinations outside IA&AD will not be considered for deputation to iCISA.
3. Pay and Allowances would be regulated as per the applicable extant rules.
4. 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 last three years (Annexure-III) to this office latest by **08.07.2023**.

Enclosed: Annexure – I to III

Hansha

**Director (Admn),
iCISA Noida**

ANNEXURE – I

Essential and desirable experience and qualification for the deputation

Post	Qualification
Assistant Administrative Officer (As per Notice)	<p><i>Essential</i></p> <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 should be Graduate in any discipline.• Applicant can be from any office under IA&AD. <p><i>Desirable/ Preferable</i></p> <ul style="list-style-type: none">• Preference will 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 01.07.2023	
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 Compute: (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)

2022-23*	2021-22	2020-21	2019-20	2018-19	2017-18

*If available

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-----