

To

All Offices of IA&AD as per mailing list (cag-all-offices@lsmgr.nic.in)

Subject: Deputation Assignment at Regional Training Centre, Bengaluru for filling up of One post of Personal Secretary and One post of Auditor.

Sir/Madam,

1. RTC Bengaluru caters to the capacity building requirements of nine offices of Indian Audit &Accounts Department located in Bengaluru and Hubli.
2. Applications are invited for the following posts that are currently vacant in RTC Bengaluru:

Sl.No.	Post	Job description	No. of vacancies
1.	Personal Secretary	<ul style="list-style-type: none"> • Discharging the duties of Personal Secretary/Secretarial work in AG/PAG/DG/PD • Drafting letters etc • Attending telephone calls • Any other work assigned by Principal Director 	One
2.	Sr. Auditor/ Auditor	<ul style="list-style-type: none"> • Assisting SAO /AAO in making logistic arrangements for RAC Meetings, Departmental meetings, Regular Trainings and Conferences. • Maintenance of Registers and periodical closings of all Registers • Any other work assigned by SAO/AAO and Principal Director 	One

3. The applicant should be holding the post Private Secretary/Personal Assistant/Asstt. Supervisor/ Sr. Auditors/ Sr. Accountants/Auditors/Accountants for post at S.No.1 and Asstt. Supervisor/ Sr. Auditors/ Sr. Accountants/Auditors/Accountants for post at S.No.2.
4. The essential and desired qualifications and experience required for these posts are listed in **Annexure I**.
3. Applications of officers who are willing to be considered for deputation in RTC Bengaluru for the above mentioned posts may forward the application to RTC Bengaluru through proper channel on or before **31st May, 2022** along with their bio-data in the format prescribed in **Annexure II**, certified copies of APAR for the last five

years duly attested on each page by the competent authority. A certificate to state that no disciplinary/court/vigilance case is either pending or contemplated against the applicant should also be forwarded along with the application.

4. The successful candidates would be decided by the selection committee and would be approved by the competent authority. Necessary practical test/personal interview may also be conducted as per the order of the competent authority.
5. The term of deputation for the posts will be initially for a period of three years and extendable on yearly basis thereafter. RTC, however, reserves the right to repatriate a deputationist at any time even before three years.
6. Deputed officers/officials will be entitled for deputation allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.
7. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of application for the post.
8. Wide publicity may be given to this circular and attention to Headquarters Circular no: 269/Trg/Div/42-A/2019 dated 18-09-2019 is invited which inter-alia stipulates that the field offices should display/circulate deputation notifications issued by RTIs/RTCs among staff and forward such applications received to RTIs/RTCs.
9. In General, all the extant rules applicable for deputation to any post in IA&AD are to be taken to have been included in this notification.

This issues with the approval of Principal Director, RTC, Bengaluru

Yours faithfully,



Sr Administrative Officer/RTC ,Bengaluru

Annexure I

Post	Essential qualification/experience	Desirable qualification/experience
Personal Secretary	<ul style="list-style-type: none"> • Should have at least three years of experience of secretarial work • Should posses good communication skill • Should possess reasonable IT skills i.e use of MS Office, MS Excel and web browsing 	<ul style="list-style-type: none"> • Knowledge of file management, noting & drafting etc.
Auditor	<ul style="list-style-type: none"> • Should posses reasonable IT skills i.e use of MS Office, MS Excel and web browsing and E-Office 	<ul style="list-style-type: none"> • Knowledge of file management, noting & drafting etc.

Annexure II

Bio-data Format Deputation post for which application submitted:

1	Full Name	
2	Office where currently posted	
3	Designation	
4	Parent Office	
5	Date of entry into Government service	
6	Date of entry into IAAD	
7	Date of promotion to current designation	
8	Date of Birth	
9	Educational Qualification	
10	Professional Qualification(CISA/CISSP/CIA/CISM etc)	
11	Proficiency in Computers	
12	Experience in training	
13	Experience in organising events/workshops etc	
14	e-mail id	
15	Mobile number	

16 Details of Employment, in chronological order (including deputation posts)

Office/institution	Post held on regular basis	From	To	Basic pay in the PB/Pay Matrix, Grade pay	Nature of Duties highlighting the experience linked to the post applied for

I have carefully gone through the Vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature:

Date: