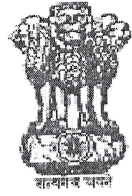


कार्यालय प्रधान महालेखाकार (लेखा व हकदारी)
हिमाचल प्रदेश, शिमला-171003
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)
HIMACHAL PRADESH, SHIMLA-171003



No.Admn./A/2022-23/220

Date:-10.08.2022

Circular

Subject :- Regarding requirement of Data Entry Operator on deputation basis at Regional Training Institute, Prayagraj.

Regional Training Institute, Prayagraj has proposed to fill up one post of Data Entry Operator on deputation basis in their office.

The willing officials who fulfill the terms & conditions (copy enclosed) can apply for the above post to Administration section by or before 22.08.2022.

Authority: - Dy. Accountant General (A) s' order dated 10.08.2022 at page 86-N in file No. Admn./G-15(i)/RTI/Deput./2022-23

Encls: as above

Sd/-
Sr. Accounts Officer (Admn.)

Ends:-Admn./G-15(i)/RTI/Deput./2022-23/1791-92

Dated:-10.08.2022

Copy forwarded to the following for information and necessary action:-

1. Notice Board/Official website
2. 'A' series file/Admn.


Sr. Accounts Officer (Admn.)



क्षेत्रीय प्रशिक्षण संस्थान

भारतीय लेखापरीक्षा और लेखा विभाग

20, सरोजनी नायडू मार्ग, प्रयागराज-211001

REGIONAL TRAINING INSTITUTE

Indian Audit & Accounts Department

20, Sarojini Naidu Marg, Prayagraj – 211001

Phone : 2421364, 2421063, 2624467 Fax : 0532-2423485

No. RTI (A)/Admn./Deptn./ 2022-23/30

Date: 03.08.2022

To

All heads of offices in IA&AD,
(As per mailing list).

Sub: Regarding requirement of Data Entry Operator on deputation basis at Regional Training Institute, Prayagraj.

Sir/Madam,

I am directed to state that the following post is vacant in Regional Training Institute, Prayagraj, which is to be filled-in on deputation basis on usual terms and conditions as prescribed by DoPT, GoI and as amended from time to time. The admissibility and the eligibility criteria for the post are given below:-

S. No.	Post vacant	No. of post	Allowance admissible	Preference
1.	Data Entry Operator	01	Deputation allowance	<ul style="list-style-type: none">• Good working knowledge of MS Office.• Proficiency in English typing as well as Hindi typing.• Hindi Typing preferable.

- Following documents need to be attached along with the application duly filled-in by the willing officer:
 - (a) Bio-data of Candidate (in enclosed format)
 - (b) Certificate to the effect that particulars given by the applicant is correct, to be certified by cadre officer
 - (c) Vigilance/Disciplinary clearance certificate: It may be certified that no Disciplinary/Vigilance/Case is either pending or being contemplated against the applicant.
 - (d) Integrity certificate
 - (e) Certified copies of APARs for the last 05 years.
- Maximum age limit for appointment on deputation shall not exceed 56 years as on closing date of application.
- As per HQs letter no.269/Trg.Div./42-A/2019 dated 18.09.19, all the field offices shall strictly adhere to following instructions:-
 - (i) Field offices shall display the deputation notifications issued by RTIs/RTCs on the notice boards and circulate among the staff giving responsible time to the candidates for responding to the notification.

- (ii) Field offices shall forward all the applications received from their officers/staff against the position advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any applications;
- (iii) On completion of selection process, the field offices shall obligatorily relieve the selected officer for teaching/administrative assignments at RTIs/RTCs at the earliest.
- (iv) The initial deputation period to RTIs/RTCs will be for **three year** and extendable on yearly basis with mutual consent of all parties thereafter. The RTI/RTC however, reserves the right to repatriate deputationist at any time, if his/her performance is found unsatisfactory.

Hence, it is requested to kindly forward the applications through proper channel of willing officials who fulfill the above criteria, in the enclosed proforma along with your recommendations latest by 31.08.2022.

This issues with the approval of Director General.

Yours faithfully,



Sr. Administrative Officer

Encl.: As above