

No./Admn./A/2023-24/200

**OFFICE OF THE PR.ACCOUNTANT GENERAL (A&E)
HIMACHA PRADESH, SHIMLA-171003**

Dated:- 08-08-2023

CIRCULAR

Subject :- Deputation for the post of AAO for the eHRMS Functional Help Desk in RTI Shillong and DEO Grade- 'A' in the RTI Jammu-reg.

Regional Training Institute, Shillong, and RTI, Jammu have proposed to fill up the post of AAO for the eHRMS Functional Help Desk and DEO Grade-A respectively on deputation basis in their offices.

The willing officers/officials who fulfill the terms & conditions (copies enclosed) can apply for the above post to Administration section **by or before 22.08.2023**.

Authority:- Dy. Accountant General (A) s' order in file No. Admn./ G-15/All RTI/ Deput./2022-24.

Encls: As above.

**Rishi Pal
DEPUTY ACCOUNTANT GENERAL**

Ends:-Admn./G-15(i)/RTI/Deput./2023-24/1656-57 Dated:-08-08-2023
Copy forwarded to the following for information and necessary action:-

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

**Rishi Pal
DEPUTY ACCOUNTANT GENERAL**

7. The initial period of deputation will be for a period of three years and is extendable subject to performance and approval of Competent Authority.

A reference is invited to Headquarters Circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

- a. 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;
- b. Field offices shall forward all applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application;
- c. On completion of the selection process, the field offices shall obligatorily relieve the selected official for administrative assignments at RTIs/RTCs at the earliest.

This issues with the approval of Director General, R.T.I. Jammu.

Yours faithfully,

Sd/-
Sr. Administrative Officer (Admn)

I/339775/2023



क्षेत्रीय प्रशिक्षण संस्थान भारतीय लेखा तथा लेखापरीक्षा विभाग
पूर्वोत्तर क्षेत्र: लखतलेत कम्प्लेक्स, शिलांग - 793003
REGIONAL TRAINING INSTITUTE (IA&AD)
NE REGION: LACHATELETTE COMPLEX, SHILLONG-793003
PHONE: 0364-2222594, 2210203 Email: rtishillong@cag.gov.in

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Azadi Ka
Amrit Mahotsav

DAG Sectl.
Diary No. 282
Signature...
Date... 31/7

No. 73-RTI/Deptn./1-1/2022-23/Vol.XI/ 598

28 JUL 2023

CIRCULAR

Applications, through proper channel (i.e.duly forwarded with approval of the cadre-controlling officer), are invited from eligible candidate for filling up the following posts in RTI, Shillong on deputation basis:

SL No.	Posts	No. of Post	Purpose	Eligibility/Requirement
1.	<ul style="list-style-type: none">•AAO for the eHRMS Functional Help Desk.•The post will be interchangeable between Sr. AO & AAO	02	The SAO/AAO shall be function as Functional Help Desk to the Admins and Employees of RTI, Shillong User Offices during the eHRMS implementation and on boarding phase.	<ul style="list-style-type: none">•Holding analogous post of AAO/SAO.•Proficiency in working on Information Technology (IT) applications and computer. Weightage will be given to applicants having experience related to Human Resources or Administration/Bills in the Department and to those with experience in computerization project.•The applicants with 56 years of age or above should not apply for the deputation post.

Brief work Profile: The main features of the eHRMS application are digitization and automatic updation of employees' Service Books like personal information, various declarations, LTC, Loans and Advance, leave application and joining, various types of reimbursement, e-tour, etc, through online services.

Terms of deputation & selection process.

1. The deputation period will initially be up to **28.02.2024**, which may be extendable by the competent authority subject to continued suitability and administrative convenience. RTI, Shillong, however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
2. Deputation Allowance would be admissible as per instructions prevailing from time to time.
3. Suitable candidates may need to appear in an online interview to be conducted by the IS Wing of Headquarters prior to selection for the deputation post.

प्र. महालेखाकार (ले. व. व. व.) सचिवालय
साधारण डायरी नं: 310
दिनांक: 31/07/23
158
31/7/23

Sr. Asst. (Admin)
my please arrange
to Circulate

DAG Admin
Jr. AO Admin
Put up through
e E (CII) dt 1/8/23

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21.6.23

I/339775/2023


4. Applications of all interested and eligible officers may kindly be forwarded to RTI, Shillong along with the following documents latest **31 August 2023**.
- (a) Bio-data of applicant in enclosed format.
 - (b) Vigilance/Disciplinary clearance certificate: It may be certified that no Disciplinary/Vigilance/Court Case is either pending or being contemplated against the applicant.
 - (c) Attested copies of APARs dossiers for the last five years.

A reference is invited to Headquarters Circular No. **269/Trg.Div./42-A/2019** dated **18.09.2019** wherein detailed instructions to field offices on augmentation of staff position in RTIs/RTCs were issued. The important issues addressed by Headquarters office in the said circular are as under:

- Field offices shall display the deputation notifications issued by RTIs/RTCs in their notice boards.
 - Field offices shall circulate the notification among the staff by giving reasonable time to candidates for responding to the notification.
 - Field offices shall forward all applications received from their officers against the positions advertised by RTIs/ RTCs without withholding any application.
 - 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.
5. Wide publicity may please be given to this notification to encourage participation of officers for the assignment in RTI, Shillong.

This issues with the approval of Director General.

Yours faithfully,


28/7
Core Faculty (Admn)

सेवा में/To

IA&AD के सभी विभागाध्यक्ष,
(मेलिंग सूची के अनुसार)।
All Heads of Departments of IA&AD,
(As per mailing list).