

No. Admn./ A/2023-24/38

**OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)**

**HIMACHAL PRADESH, SHIMLA-171003**

Dated:- 09-05-2023

**CIRCULAR**

**Subject :- Deputation for the post of Asstt. Supervisor/Sr. Auditor/Sr. Acctt./, Auditor/ Acctt. in RTI, Prayagraj and AAO (eHRMS), DEO Grade 'A' and AAO (OIOS) in RTI,Jammu, - reg.**

1. Regional Training Institute, **Prayagraj** has proposed to fill up the post of Asstt. Supervisor/ Sr. Auditor/ Sr. Accountant, Auditor/ Accountant on deputation basis in their office.

2. Regional Training Institute, **Jammu** has proposed to fill up the post of AAOs (eHRMS), Data Entry Operator Grade 'A' and AAO (OIOS) on deputation basis in their office.

The willing officers who fulfill the terms & conditions (copies enclosed) can apply for the above post to Administration section **by or before 11.05.2023**.

**Authority:-** Dy. Accountant General (A) s' order in file No. AdmnG-15(i)/All RTI/ Deput./2022-23.

Encls: As above

**DINESH KUMAR SHARMA  
SENIOR ACCOUNTS OFFICER**

**Ends:-Admn./G-15/RTI/Deput./2023-24/275-76**

**Dated:-09-05-2023**

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

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

**DINESH KUMAR SHARMA  
SENIOR ACCOUNTS OFFICER**



लोकहितार्थं सत्यनिष्ठा  
Dedicated to Truth in Public Interest

क्षेत्रीय प्रशिक्षण संस्थान  
भारतीय लेखापरीक्षा और लेखा विभाग  
20, सरोजनी नाथडू मार्ग, प्रयागराज-211001  
**REGIONAL TRAINING INSTITUTE**  
Indian Audit & Accounts Department  
20, Sarojini Naidu Marg, Prayagraj - 211001  
Phone : 2421364, 2421063, 2624467 Fax : 0532-2423485  
rtiallahabad@cag.gov.in

क्र. क्षे.प्र.सं. (प्र.)/प्रशासन/2023-24/फा-374/37

दिनांक: 13.04.2023

सेवा में

डाक सूची के अनुसार IA&AD के सभी कार्यालय,

CAG-ALL-OFFICES@Ismgr.nic.in

विषय: क्षेत्रीय प्रशिक्षण संस्थान, प्रयागराज में प्रतिनियुक्ति के संबंध में।

Sub: Deputation in Regional Training Institute (RTI), Prayagraj - reg.

महोदय/महोदया,

Sir/Madam,

क्षेत्रीय प्रशिक्षण संस्थान, प्रयागराज में निम्नलिखित पदों को प्रतिनियुक्ति के आधार पर डीओपीटी, भारत सरकार द्वारा निर्धारित और समय-समय पर संशोधित नियमों और शर्तों के आधार पर भरा जाना है। पद के लिए स्वीकार्यता और पात्रता मापदंड नीचे दिए गए हैं: -

क्र. स.	पदनाम	संख्या व स्थिति	पात्रता	काम की आवश्यकता
1.	सहायक पर्यवेक्षक/ वरिष्ठ लेखापरीक्षक/ वरिष्ठ लेखाकार, लेखापरीक्षक/ लेखाकार	01	सहायक पर्यवेक्षक/ वरिष्ठ लेखापरीक्षक/ वरिष्ठ लेखाकार, लेखापरीक्षक/ लेखाकार का पद धारण करने वाले व्यक्ति पात्र है, प्रमाणिक: मुख्यालय के पत्र क्र. 1442- Staff(App I) 08- 2016 दिनांक 20.12.2021	निम्नलिखित प्रशासनिक कार्यों में Sr.AO/ AAO (Admn.) की सहायता करना: 1. स्थापना से संबंधित काम जिनमें पीएफएमएस, आईईबीएमएस, और केश मैजमेंट इत्यादि शामिल। 2. कार्यालय से संबंधित काम जैसे टिप्पण और मसौदा लेखन, मुख्यालय तथा अन्य कार्यालयों से पत्राचार इत्यादि शामिल है। 3. GeM/ GISO के माध्यम से तय प्रक्रिया के अनुसार समय पर टेंडरिंग, कॉन्ट्रैक्ट और स्टोर्स मैनेजमेंट सोर्सिंग में सहायता करना। 4. भवन और छात्रावास का रख रखाव का निगरानी रखना और रिपोर्ट करना। 5. रोकड़िया का कार्य 6. अनुरक्षक का कार्य। 7. हिंदी एवं अंग्रेजी टंकण में प्रवीणता।

19.4.2023

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19/4/2023

प्र० महालेखाकार (ले० व ड०) सचिवालय

साधारण डायरी नं: 51

दिनांक: 19/04/23

लिस्तावर: [Signature]

CAG Sectt (P&F)  
Copy No 34  
Signature with Date

19/4/23

[Handwritten signatures and initials]

19/4



2.	निजी सचिव	01	निजी सचिव के समान पद धारण करने वाले व्यक्ति पत्र है।	किसी भी कार्यालय में समान पद धारण करना और कंप्यूटर अनुप्रयोगों (जैसे एमएस वर्ड, एमएस एक्सेल, ई-मेलिंग आदि) के संचालन का ज्ञान,
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- उक्त पदों के लिए क्षे.प्र.सं., प्रयागराज में प्रतिनियुक्ति के लिए इच्छुक अभ्यर्थी के आवेदन उनके बाय डाटा (संलग्न प्रोफॉर्मा में), प्रत्येक पृष्ठ पर विधिवत सत्यापन किये गए विगत 05 वर्षों के एपीएआर व प्रमाणित प्रतियाँ और सतर्कता मंजूरी प्रमाण पत्र के साथ 12 मई 2023 या उससे पहले भेजे जा सकते हैं। यह प्रमाणित किया जाना चाहिए कि आवेदकों के खिलाफ कोई भी अनुशासनात्मक/ न्यायालय सतर्कता मामला लंबित अथवा अपेक्षित नहीं है। डाक में देरी से बचने के लिए योग्य उम्मीदवारों को आवश्यक दस्तावेजों को स्कैन कर संबंधित मूल कार्यालयों द्वारा ईमेल के माध्यम से भी प्रेषित किया जा सकता है।
  - प्रतिनियुक्ति की अवधि तीन वर्षों के लिए होगी। उसके बाद, उनकी उपयुक्तता और प्रशासनिक सुविधा के अधीन उसे बढ़ाया जा सकता है। क्षे.प्र.सं., प्रयागराज में कार्य करते समय, चयनित अधिकारी अपने मूल वेतन और मौजूदा नियमों के तहत प्रतिनियुक्ति भता के भुगतान के पात्र होंगे।
  - सामान्य नियम शर्तों पर प्रतिनियुक्ति के आधार पर कर्मचारियों/ अधिकारियों के आवेदन उनके संबंधित मूल कार्यालय के माध्यम से अद्योषित किए जाएंगे। प्रतिनियुक्ति के आधार पर काम करने वाले अधिकारियों के पास संस्था में किसी भी पद में अवशोषित होने का अधिकारी होने का अधिकार नहीं होगा।
  - अनुरक्षक का कार्य करने में सक्षम तथा आर.टी.आई/आर.टी.सी में काम करने का अनुभव रखने वाले अभ्याथियों को वरीयता प्रदान की जाएगी।
  - सामान्य नियम शर्तों पर प्रतिनियुक्ति के आधार पर कर्मचारियों/ अधिकारियों के आवेदन उनके संबंधित मूल कार्यालय के माध्यम से अद्योषित किए जाएंगे। प्रतिनियुक्ति के आधार पर काम करने वाले अधिकारियों के पास संस्था में किसी भी पद में अवशोषित होने का अधिकारी होने का अधिकार नहीं होगा।
  - क्षेत्र कार्यालयों को आरटीआई/ आरटीसी में कर्मचारियों (प्रशासन और संकाय) के संवर्द्धन के लिए विस्तृत निर्देश का सख्त अनुपालन के लिए जारी किए गए मुख्यालय के परिपत्र संख्या 269/Trg.Div/42-A/2019 दिनांक 18.09.2019 का संदर्भ लिया जा सकता है। उक्त परिपत्र में दिए गए निर्देश निचे पुनः अंकित किए गए हैं तथा त्वरित संदर्भ हेतु इस विज्ञापन के साथ संलग्न भी है।
- (क) क्षेत्र कार्यालय सूचना पट्टों पर आरटीआई/ आरटीसी द्वारा जारी प्रतिनियुक्ति अधिसूचनाओं को प्रदर्शित करेंगे और अधिसूचना का जवाब देने के लिए उचित समय देत हुए वो कर्मचारियों के बीच प्रसारित करेंगे।



- (ख) क्षेत्र कार्यालय किसी भी आवेदन को रोके बिना क्षेत्रसं/ आरटीसी द्वारा विज्ञापित पद के लिए अपने अधिकारियों/ कर्मचारियों से प्राप्त सभी आवेदनों को संबंधित संस्थान/ केंद्र को अग्रेषित करेंगे।
- (ग) चयन प्रक्रिया के पूरा होने पर, क्षेत्र कार्यालय क्षेत्रसं/ आरटीसी में शिक्षण/ प्रशासनिक कार्यों के लिए चयनित अधिकारियों/ कर्मचारियों को जल्द से जल्द मुक्त करने के लिए बाध्य रहेंगे।
- (घ) क्षेत्रसं/ आरटीसी के लिए प्रारंभिक प्रतिनियुक्ति अवधि 03 वर्ष के लिए होगी और उसके बाद वार्षिक आधार पर बढ़ाई जाएगी। क्षेत्रसं/ आरटीसी किसी भी समय पर प्रतिनियुक्ति अधिकारि/ कर्मचारि को कार्य प्रदर्शन असंतोषजनक पाए जाने पर प्रत्यावर्तित करने का अधिकार सुरक्षित रखता है।
7. भावी उम्मीदवार आवेदन करने से पहले कृपया सेवा शर्तों और कार्य आवश्यकताओं को ध्यान से देख सकते हैं। यह ध्यान दिया जा सकता है कि एक बार क्षेत्रसं., प्रयागराज में आवेदन भेजे जाने के बाद, इसे वापस नहीं लिया जा सकता है।
8. क्षेत्रीय प्रशिक्षण संस्थान के पास किसी भी आवेदन को अस्वीकार/ स्वीकार करने का अधिकार सुरक्षित है।
9. आवेदन पत्र स्वीकार किए जाने कि अंतिम तिथि 12 मई 2023 होगी ।

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:-

Sr. No.	Designation	No. of Post	Eligibility	Work requirement
1.	Asstt. Supervisor/ Sr. Auditor/ Sr. Accountant, Auditor/ Accountant	01	Persons holding the post of Asstt. Supervisor/ Sr. Auditor/ Sr. Accountant/ Auditor/Accountant are eligible Auth: Hqrs. Circular No. 1- SS&R/2021 Dated 04.03.2021	To assist Sr.AO/AAO (Admn.) in the following administrative functions. 1. Establishment functions, including operating PFMS and iBEMS, Cash Management etc. 2. Administration functions, including Noting-drafting communication with Hqs and other offices etc. 3. Assisting in tendering as per due procedure, sourcing through GeM/ GISO, contract and stores management. 4. Taking account of assets and building (including hostel) and reporting regarding the same. 5. Cash handling work, 6. Care Taker work. 7. Good Knowledge of Hindi Typing/ English Typing.



2.	Private Secretary	01	Holding Similar post of Private Secretary	Holding similar post in any office with knowledge of operating computer applications (Such as MS Word, MS Excel, E-mailing etc.)
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1. Applications of candidates who are willing to be considered for deputation to RTI, Prayagraj for the above posts may be forwarded to this office on or before 12 May- 2023 along with their Bio-Data (Annexure enclosed), certified copies of APAR for the last 5 year duly attested on each page and vigilance clearance certificate. It will be certified that no disciplinary/ court/ vigilance case is either pending or contemplated against the applicants. The documents of the eligible candidates may be scanned and sent by email by the respective Parent offices to avoid postal delay.
2. The term of deputation will be for three years and may be extended thereafter, subject to his/ her continued suitability and administrative convenience. While working at RTI, Prayagraj the selected official will draw his/ her basic pay plus Deputation allowance, as applicable on his/ her basic pay and as admissible under extant rules.
3. The applications of the Officers/ Officials working in the office on deputation basis on normal terms and conditions shall be forwarded through their respective parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the institution.
4. Preference will be given to the candidates who are able to work as care-taker and having experience of working in RTIs/RTCs.
5. 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 RTI/ RTCs were issued for strict compliance. The instructions in the said circular are re-iterated below: Copy of the same is attached herewith for ready reference
  - A. Field offices shall display the deputation notifications issued by RTI/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 position advertised by RTIs/ RTCs to Institute/ Centre concerned without withholding any application.
  - C. On completion of selection process, the field offices shall obligatory relieve the selected officers(s) for teaching/ administrative assignments at the RTIs/ RTCs at the earliest.



D. The initial deputation period to RTIs /RTCs will be for 03 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.

6. Prospective candidates may please go through the service conditions and work requirements carefully before they apply. It may please be noted that once an application is sent to RTI, Prayagraj, it may not be withdrawn.

7. Regional Training Institute, Prayagraj has right to accept/ reject any application.

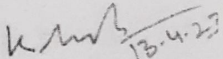
8. The last date of accepting application in RTI will be 12 May 2023.

यह पत्र महानिदेशक महोदय द्वारा अनुमोदित है ।

The issues with the approval of Director General.

भवदीय

संलग्न: बायोडाटा फॉर्म।

  
13.4.23  
वरिष्ठ प्रशासनिक अधिकारी

OFFICE OF THE DIRECTOR GENERAL REGIONAL TRAINING  
INSTITUTE,  
JAMMU

No:RTI/J/A/2023-24/Dep/53  
Dated:19-04-2023

To

CAG-All Offices (as per mailing list),

Subject:

Deputation for the two posts of AAO(eHRMS) in RTI-Jammu -  
regarding.

Sir/Madam,

In continuation to this office notification No: RTI/J/A/2022-  
23/Dep/1014 dated: 22/03/2023, applications are again invited from desirous candidates for  
deputation assignment as per instructions given below.

S. No.	Post	No of vacancies
1.	Asstt: Audit/Accounts Officer for (implementation of eHRMS)	02

**Eligibility Criteria**

1. Holding analogous post of A.A.O
2. Knowledge relating to overall Auditing in IA &AD is necessary.
3. **The applicant should necessarily have proficiency for handling of eHRMS**
4. Proficiency in working on IT applications and computer, weightage will be given to the applicant having experience related to human resources or administration/bills in the department and to those with experience of work in computerization projects.
5. Candidates with qualification in related IT subjects will also be preferred.
6. The officer shall be responsible for all the assigned work relating to the eHRMS or any other work which will be assigned by the Director General.

**Terms of deputation & selection process**

1. All officers who are willing should apply for the deputation through their respective Parent Offices. The Parent Offices are requested to forward such applications along with the Bio- data (prescribed format enclosed) and APARs for the last two years duly attested on each page to this Institute, so as to reach this Institute latest by 15-05-2023. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant. The required documents of the eligible candidates forwarded by the respective Parent offices may be scanned and sent by email to avoid postal delay.
2. The RTI/RTC reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
3. The selected officer will be entitled to deputation allowance as per instructions prevailing from time to time. The deputation term shall be initially upto 28-02-2024 and further extension on yearly basis subject to sanction of continuity of above stated posts by

श्रीमती रश्मि शर्मा  
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20/4/23

प्र० महालेखाकार (ले० व० ड०) सचिवालय  
साधारण डायरी नं: ५७  
दिनांक: 20/4/23  
हस्ताक्षर:

DAG Sectt (P&F)  
Diary No 39  
Signature with  
2m



Headquarters 'Office.

4. Selection of suitable officers shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall be notified.
5. Maximum age limit for deputation should not exceed 56 years as on the closing date of application for the post.

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 officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.

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

Yours faithfully,

Sd/-

Sr. Administrative Officer (A)



**OFFICE OF THE DIRECTOR GENERAL REGIONAL TRAINING INSTITUTE,  
JAMMU**

No:RTI/J/A/2023-24/Dep/55

Dated:19-04-2023

To

CAG-All Offices (as per mailing list),

Subject:

Deputation for the post of DataEntryOperatorGrade'A'in RTI, Jammu  
- regarding.

Madam/Sir,

In continuation to this office earlier notification issued under No: RTI/J/A/2022-23/Dep/991 dated 16-03-2023, the applications are invited from the desirous candidates for the post of Data Entry Operator Grade 'A' on deputation basis in this office on usual terms and conditions. The Eligibility criteria for deputation is as under: -

S. No	Name of the Post	No of vacancies
1.	DataEntryOperatorGrade'A'	01

1. Holding Analogous Post on regular basis in the parent cadre.
2. Auditor/Accountant (well acquainted in typing and proficiency in computer) can also apply for this deputation assignment. However, preference will be given to the Data Entry Operator Grade A application, if received.
3. Minimum 02 years' experience.
4. The deputation shall initially be for a period of three years, which may be subsequently extended, subject to performance and approval of the Competent Authority.
5. Deputationist will be eligible for deputation (Duty) allowance as per extant rules.
6. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
7. The candidate once selected for the post will not be allowed to withdraw his/her candidature subsequently.

It is requested to kindly forward the application of the eligible and willing officials who can be spared immediately in the event of their selection on deputation to this office. The recommendations accompanied with the following documents/certificates may kindly be sent to the undersigned latest by **15-05-2023**.

- i) Bio-Data (in the enclosed format)
- ii) Copies of APAR for the previous 2 years.
- iii) Integrity certificate/Disciplinary/Vigilance clearance certificate.

DAG Sect.  
Diary No.  
Signature

**Terms of deputation & selection process**

1. The required documents of the eligible candidates forwarded by the respective parent offices must be scanned and sent by email to avoid postal delay.
2. The RTI/RTC reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

श्रीमती २-गैलफ  
20-04-2023

श्री ० महालखाकार (ले० व ह०) सचिव  
दिनांक: २०/०४/२३  
हस्ताक्षर

3. Selection of a suitable official shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall be notified.
4. Maximum age limit for deputation should not exceed 56 years as on the closing date of application for the post.

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 is issued with the approval of Director General, RTI-Jammu.

Yours faithfully,

Sd/-  
Sr. Administrative Officer (Admn)



OFFICE OF THE DIRECTOR GENERAL REGIONAL TRAINING INSTITUTE,  
JAMMU

No: RTI/J/A/Dep/2023-24/54

Dated: 19.04.2023

To

CAG-All Offices (as per mailing list)

Subject:

Deputation for the post of AAO in RTI-Jammu for implementation  
of One IAAD One System(OIOS).

Madam/Sir,

In continuation to this office earlier notification No: RTI/J/A/2022-  
23/Dep/990 Dated: 16/03/2023, applications are again invited from desirous candidates for  
deputation assignment as per instructions given below.

S. No.	Post	No of vacancies
1.	Asstt: Audit Officer for the One IAAD One System (OIOS)	01

**Eligibility Criteria**

1. Holding analogous post of A.A.O.
2. Knowledge relating to overall Auditing in IA &AD is necessary.
3. Regular working proficiency in computers and computer using IT is necessary.  
Specialized technical qualifications in computer are highly desirable.
4. The applicant with 56 years of age or above should not apply for the deputation post.
5. The officer shall be responsible to support capacity building, handholding and as  
functional OIOS helpdesk for C&AG office and field offices.

**Terms of deputation & selection process**

1. All officers who are willing should apply for the deputation through their respective  
Parent Offices. The Parent Offices are requested to forward such applications along  
with the Bio- data (prescribed format enclosed) and APARs for the last two years duly  
attested on each page to this Institute, so as to reach this Institute latest by 15-05-2023.  
It may be certified that no  
disciplinary/court/vigilance case is either pending or contemplated against the applicant. The  
required documents of the eligible candidates forwarded by the respective Parent offices may  
be scanned and sent by email to avoid postal delay.
2. The RTI/RTC reserves the right to repatriate a deputationist at any time, if his/her  
performance is found unsatisfactory.
3. The initial period of deputation will be for a period of three years and is extendable  
subject to performance and approval of Competent Authority.
4. The selected officer will be entitled to Training allowance as per instructions prevailing from  
time to time and further extension on yearly basis subject to sanction of continuity of  
above stated posts by Headquarters 'Office.

DAG Sectt (P&F)  
Diary No. 41  
Signature with Date  
20.04.2023

प्र० महालखाकार (ले० व ह०) सचिवालय

Ord. डायरी नं: 69

दिनांक: 20/04/23  
हस्ताक्षर

37  
20/04/23

5. Selection of suitable officers shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall be notified.

6. Maximum age limit for deputation should not exceed 56 years as on the closing date of application for the post.

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 officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.

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

Yours faithfully,

Sd/-

Sr. Administrative Officer (A)