

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

No.Admn./A/2022-23/463

Dated:-05/01/2023

Subject :- Filling up of post of AAO (e-HRMS) in RTI, Shillong, RTI, Hyderabad and RTI, Ranchi-regarding.

1. Regional Training Institute, **Shillong** has proposed to fill up the post of AAO- for the eHRMS Functional Help Desk on deputation basis in their office.

2. Regional Training Institute, **Hyderabad** has proposed to fill up the post of AAO- Functional Helpdesk for (implementation of eHRMS) on deputation basis in their office.

3. Regional Training Institute, **Ranchi** has proposed to fill up the post of AAO/SAO for eHRMS helpdesk (Regular Temporary) on deputation basis.

The willing officers/officials who fulfill the terms & conditions (copies enclosed) can apply for the above post to Administration section **by or before 07.01.2023.**

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

Encls: as above

Dinesh Kumar Sharma
Senior Accounts Officer

Ends:-Admn./G-15(iii)/RTI/Deput./2022-23/3834-35 Dated:-05/01/2023

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

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

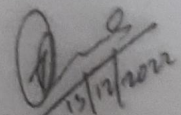
Dinesh Kumar Sharma
Senior Accounts Officer

V/163757/2022

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 extant instructions prevailing from time to time.
3. Applications of all interested and eligible officers may kindly be forwarded to RTI, Shillong along with the following documents latest by 31.12.2022.
 - 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.
4. 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 Principal Director.


Core Faculty (Gen)

सेवा में/To

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

F12 Home Page Up 8

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

No:DG/ RTI-Hyd/Admn/2022-23/Dep/1-50/90

Dated: 12-12-2022

To

All Offices of IA&AD
(As per mailing list),

Subject: Deputation for the posts of AAO(eHRMS) in RTI-Hyderabad –regarding.

Sir/Madam,

The applications are invited from desirous candidates with regard to deputation assignment as per instructions given below.

S. No.	Post	No of vacancies
1.	AAO- Functional Helpdesk for (implementation of eHRMS)	02

Eligibility Criteria

1. Holding analogous post of A.A.O
2. Sr.A.O. with appropriate skills may also apply, as the post is interchangeable
- 3 Regular working proficiency in computers and comfort in using IT is necessary.
- 4 The requirement of the job is to support the capacity building, handholding and to act as functional e-HRMS help desk in RTI, Hyderabad.

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 (as per the Annexure) and APARs for the last five years duly attested on each page to this Institute, so as to reach this Institute latest by 30/12/2022.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 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 up to 28/02/2023 and further extension is subject to the Headquarter approval.
4. Selection of a suitable officer 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.

DAG (Admn)

Sr. A.O (Admn)

A.A.O (*)

प्र० महालेखाकार (ले० व इ०) सचिवालय
साधारण डायरी नं: 562

दिनांक:

हस्ताक्षर

DAG Sect (P&F)
Diary No. 490
Signature with Date

13/12/22

319
13/12/2022

6. 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:

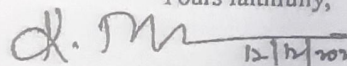
a. Field offices shall display the deputation notifications issued by RTIs/ RTCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;

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. Hyderabad.

Yours faithfully,

 12/11/2022

Sr. Administrative Officer (A)



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, राँची
Indian Audit and Accounts Department
Regional Training Institute, Ranchi

No.RTI-RAN/Admn. - 25/Deptn-Faculty/2022-23/704

Date - 19.12.2022

To

All Offices as per Mailing List of IA&AD.

Subject: - Deputation assignment for filling up of 02 Regular Temporary post of AAO/SAO for implementation of eHRMS

Sir/Madam,

Kindly refer to Headquarters' Letter No.761/स्टाफ-एस.एवं.आर/सी.सी/26-2021 दिनांक-11/11/2022 regarding creation of 2 (Two) posts of AAO/SAO in each RTI/RTC exclusively for eHRMS helpdesk for a period upto 28.02.2023.

In pursuance of the above, applications are invited from eligible and willing officers through proper channel for filling up this newly created post on deputation basis.

SI No	Post	Eligibility
1	2 posts of AAO/SAO for eHRMS helpdesk. Regular Temporary	1. Holding of analogous post of AAO/SAO in IAAD. 2. SAS passed officials waiting for promotion may also apply. 3. Experience of working in Administration Section 4. Regular working proficiency on IT applications and computers is necessary. 5. Should possess good communication skill 6. Age of the applicants should not be more than 56 years

Terms & Conditions:

1. The AAO/SAO shall be responsible for handholding the eHRMS helpdesk
2. The term of deputation will initially be for a period upto 28.02.2023. Annual extension may also be granted on completion of the initial period based on continued suitability of the deputationist and administrative convenience subject to the continuity of the post.
3. Other existing terms and conditions in respect of deputation will be applicable.

Doranda, Ranchi - 834002, Jharkhand ☎ : 0651-2411522, Fax : 2411531, Hostel : 2412423

दिनांक:

हस्ताक्षर

20.12.22

SAO (Admn)
SAO (Admn)

A.A.O (*)
श्रीमती रंजना जी

323
20/12/2022

SAG (Admn)
Daily in
Signature, Dot

20/12/22

साधारण जादगी (लि 0 व ह 0) सचिवालय

दिनांक: 20/12/22

हस्ताक्षर: 20/12/22

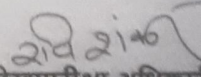
4. Applications from willing and eligible officials along with following documents may be forwarded to this office latest by 10 January 2023.

- A. Bio data (format enclosed).
- B. Certified copy of last five years APAR.
- C. Vigilance Clearance Certificate
- D. Certificate to the effect that the particulars given by the applicants are correct.

5. A reference may be invited to Headquarters circular No 269/Trg Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to the field offices on augmentation of staff (Administration and Faculty) have been issued for strict compliance. The instructions in said circular are reproduced below:

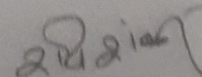
- (i) Field offices shall display the deputation notification issued by RTI on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification
- (ii) Field offices shall forward all applications received from their officers/staff against the 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 assignment at RTIs/RTCs at the earliest.
- (iv) The initial deputation period to the RTI/RTC will be for three (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.

भवदीय


व.लेखापरीक्षा अधिकारी/प्रशासन

Copy to:

- 1. ALL IA&AD offices (by e-mail).
- 2. AAO (CF/IT) for hosting on the website.
- 3. SAO (Admn) information and record.
- 4. RTI Ranchi Notice Board.


व.लेखापरीक्षा अधिकारी/प्रशासन