

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL  
(ECONOMIC & REVENUE SECTOR AUDIT) WEST BENGAL  
CGO COMPLEX, 5<sup>TH</sup> FLOOR, 3<sup>RD</sup> M.S.O. BUILDING  
DF BLOCK, SECTOR -I, SALT LAKE, KOLKATA - 700064

N.S. No. Admn. I/6-2/Deptn/Central/XX/200

Dated: 19.07.2019

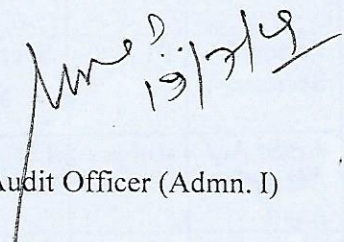
Enclosed please find the following circular:-

- 1 Letter No. RTI/Nag/Admn/Deptn/2019-20/213 dated 13.07.2019 received from RTI, Nagpur regarding "Requirement of service of Sr. AO (CF) IS, Sr. Auditor/Accountant, Clerk and Driver' on deputation basis."

Names of willing and eligible employees of this office, if any, may be recommended by Group Officers of the concerned wings, for such assignment, who can be released consequent upon selection.

The recommendation along with bio-data should reach the undersigned under confidential cover to Admn-I Section by 05.08.2019.

While recommending the name(s) of candidate(s), criteria/guidelines detailed in the aforesaid letter may be given due consideration.

  
Sr. Audit Officer (Admn. I)

Copy to:

1. Secretary to the Pr. Accountant General (E&RSA), WB
2. Sr. PS/PAs to all Group Officers
3. Sr. Audit Officer / ESA-I (C)
4. Sr. Audit Officer / RSA (HQ)
5. Sr. Audit Officer / ESA - II (C)
6. Sr. Audit Officer /Admn. I & EDP SC
7. Sr. Audit Officer /Admn. II , III , SC & ITA
8. Sr. Audit Officer / Record & Hindi Cell
9. Assistant Audit Officer/Admn-I (For transmission through e-mail)
10. Assistant Audit Officer/EDP (For website/OPTIMA updation)
11. Notice Board





क्षेत्रीय प्रशिक्षण संस्थान  
भारतीय लेखापरीक्षा और लेखा विभाग  
26/1, सिविल लाईन्स, नागपुर 440001

REGIONAL TRAINING INSTITUTE  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
26/1, Civil Lines, Nagpur 440001



समर्पितता सार्वजनिक  
Dedicated to Truth in Public Interest

संख्या:क्षे.प्र.सं./नाग/प्रशा./प्रतिनियुक्ति/2019-20/213  
दिनांक: 13/07/2019

सेवा में,  
All office of IA & AD/All user offices of RTI

विषय:-Requirement of services of Sr.A.O(CF) IS, Sr.Auditor/Accountant, Clerk and Driver on deputation basis.

महोदय/महोदया,

I am directed to state that the following post are vacant in Regional Training Institute, Nagpur, which are to be filled on deputation basis as per existing rules of deputation in Central Government admissible for the post. The eligibility criteria for five posts are following:-

Designation	No. of Posts	Work	Work Experience
Sr. A.O/ A.O (IS)	01	IS Faculty	Experience in delivering lectures on computer based training courses like MS Office, COBIT, Oracle, CAATs, IDEA, PL/SQL Programming, Website applications etc.
Personal Secretary	01	Secretariat	Holding similar post in any office. Having expertise in use of MS Office software as well as good knowledge of typing and shorthand. The official shall report to the Principal Director.
Ar./Sr.Ar./ Acctt./Sr. Acctt.	01*	For Admin work	Experience in administration work such as Pay Bill, TA, Medical, Monthly expenditure statements, Hqrs. returns, etc.
Clerk	02	Typist/clerical work	Should have experience in discharging the duties of clerk such as diarising, typing and should have basic knowledge in computer.
Staff car Driver	02	Car driving	Should possess a valid Driving license for motor car, should be able to repair minor defects in the vehicle, should be fully conversant with traffic rules and should have an minimum experience of three years of motor car driving.

\* in future.

The deputation is initially for one year and likely to be extended at the discretion of Competent authority. The requirement may kindly be circulated and names of interested officers & staff may be forwarded along with following documents latest by 15<sup>th</sup> August 2019:-

- Particulars of the applicants (Bio-data).
- Vigilance clearance certificate: It may be got certified that no disciplinary/ court/vigilance case is either pending or contemplated against applicant.
- Certified copies of ACRs/APARs dossiers for the last 05 years.

This issues with the approval of Principal Director.

प्र.म.ले. (आ.एवं.रा.क्षे.ले.प.) सचिवालय  
प्राप्ति की तारीख 15/7/2019  
सावधानी से 25/7

वरिष्ठ लेखापरीक्षा अधिकारी/सं. एवं प्रशा.

Ph. 0712 - (O) 2561635, 2545420 फैक्स/Fax : 0712 - 2562577 E-mail : rtinagpur@cag.gov.in  
http://rtinagpur.cag.gov.in

व. व. म. ले. (प्रशा.) के सचिवालय  
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15/07/19