

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

N.S. No. Admn. I/6-2/Deptn/Central/XXII/621

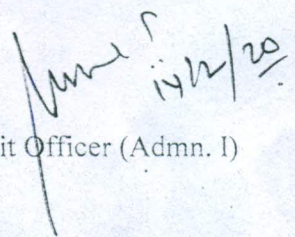
Dated: 14.02.2020

Enclosed please find the following circulars:

1. Letter No. Audit/Admn/1/18/Qtrly Meeting/2856 dated 07.02.2020 received from Office of the Director General of Audit, Western Railway, Mumbai regarding "Deputation for one the post of Hindi Officer & two posts of Junior Hindi Translator."
2. Letter No. RTI-Hydera/Admn/Deputation/2018/I-6/2019-20/35 dated 06.02.2020 received from RTI, Hyderabad regarding "Deputation Assignment at RTI, Hyderabad for filling up one vacant post of Personal Secretary temporarily through Senior Auditor/Senior Accountant."
3. Letter No. RTI-Hydera/Admn/Deputation/2018/I-6/2019-20/40 dated 11.02.2020 received from RTI, Hyderabad regarding "Deputation Assignment at Regional Training Institute (RTI), Hyderabad for filling up one vacant post of IS Core Faculty."
4. Letter No. Au/HQ/Admn./IX/46/Vol. IX/2019/13829 dated 10.02.2020 received from Office of the Principal Director of Audit, North Western Railway, Jaipur regarding "Filling up the post of Staff Car Driver (Ordinary Grade) on deputation basis in the O/o the Pr. Director of Audit, North Western Railway, Jaipur."

The recommendations alongwith bio-data should reach the undersigned under confidential cover to Admn-I Section by 24.02.2020 for letter no. 1, by 28.02.2020 for letter no. 2 and by 19.03.2020 for letter no. 3 & 4.

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


Sr. Audit Officer (Admn. I)

Copy to:

1. Secretary to the Pr. Accountant General (E&RSA), WB
2. Steno Gr. I and Gr. II 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 ;CC & 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. Hindi Cell for Hindi translation
12. Notice Board

Admn-I/In/1246
Date: 12.02.2020

(34)

**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT,
NORTH WESTERN RAILWAY, JAIPUR**

No. Au/HQ/Admn./IX/46/Vol. IX/2019/13829

Dated: 12.02.2020

To,

All Heads of Department
In IA&AD Offices
As per mailing list (except Overseas Offices)

Sub:- Filling up the post of Staff Car Driver (Ordinary Grade) on deputation basis in the O/o the Pr. Director of Audit, North Western Railway, Jaipur - reg.

Madam/ Sir,

Applications are invited from Regular Dispatch Rider (Group-C) and Group-C Staff. Multi Tasking Staff in Pay Band-1 ₹ 5200-20200 GP-1800 (Level 1 of the Pay Matrix) in the concerned field office of the IA&AD, who are willing to serve in the O/o the Pr. Director of Audit, North Western Railway, Jaipur on deputation basis for filling up of the post of Staff Car Driver (ordinary grade) on usual terms and conditions stipulated in the Department of Personnel and Training OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as amended from time to time.

The Eligibility Criteria for transfer on deputation basis are as follows:

Name of the Post	Level in the Pay Matrix	Eligibility
Staff Car Driver (ordinary grade)	Pay Band-1 ₹ 5200-20200 GP-1900 (Level 2 of the Pay Matrix)	1. Essential Qualification: A. Possession of valid Driving Licence for motor cars; B. Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles); C. Experience of driving a motor car for at least three years; 2. Educational Qualification: Pass in 10 th standard 3. Selection will be made on the basis of a Driving Test to assess the competence.

Admn/A-1
12/2/20

through ph
@delpho

rdac (Admn.)
12/2/2020

व. उ. महलेखकर (प्रवर्तक) का कार्यालय
आपरी संख्यां. 137
दिनांक. 12/02/2020

प्रमले (आ एवं राक्षे ले प) सचिवालय
प्राप्ति की तारीख 11/02/2020
डायरी सं 670
DMS 9437

12/2/2020

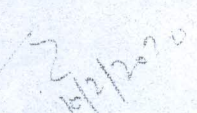
1. The initial period of deputation shall be of 01 (One) year and may be extended or curtailed subject to suitability and administrative convenience.
2. The selected official will be entitled for Deputation (Duty) Allowance as per prescribed rate as stated in the DoPT OM NO. 2-11-2017-Estt. (Pay-II) dated 24.11.2017. No deputation allowance is admissible to the officials who are drawing upgraded pay under MACPS-2009.
3. The maximum age limit for appointment by deputation shall be "not exceeding 56 years" as on closing date of receipt of applications.

Further, while forwarding the applications from respective offices, the following documents/ certificates should be furnished.

- a. Certificate to the effect that:
 - i. Particulars given in the bio-data are correct.
 - ii. No vigilance/ disciplinary case is pending against the applicant.
 - iii. In case of selection, the applicant will be relieved for taking up this assignment.

It is requested to forward the applications of interested officials who fulfill the above criteria, in the prescribed proforma (enclosed) with your recommendation along with the vigilance clearance certificate latest by 15.03.2020.

This issues with the approval of the Pr. Director of Audit, North Western Railway.


Dy. Director
North Western Railway, Jaipur



महानिदेशक लेखापरीक्षा का कार्यालय
पश्चिम रेलवे, चर्चगेट, मुंबई-400020

परिपत्र

भारत सरकार की राजभाषा नीति के अंतर्गत प्रतिनियुक्ति की सामान्य शर्तों पर एक पद राजभाषा अधिकारी तथा दो कनिष्ठ हिंदी अनुवादक प्रतिनियुक्ति पर स्थानांतरण के आधार पर भरने हेतु योग्य उम्मीदवारों से निर्धारित प्रपत्र में आवेदन आमंत्रित किए जाते हैं। प्रतिनियुक्ति की अवधि आरंभ में एक वर्ष होगी।

पदनाम : राजभाषा अधिकारी

वेतनमान : पे मैट्रिक्स लेवल 8 रुपये पी. बी. 47600-105900

(समूह 'ख' राजपत्रित)

(क) (1) समतुल्य पद धारित करते हो या

(2) वेतन मैट्रिक्स लेवल-7 रुपये 44900-99800 या संशोधित से पूर्व वेतनमान (9300-34800) ग्रेड पे रु 4600 या समतुल्य वेतनमान में पद पर 3 वर्षों की सेवा पूरी कर चुके हो। या समतुल्य वेतनमान में पद पर 8 वर्षों की सेवा पूरी कर चुके हो।

(ख) शैक्षणिक योग्यताएँ: अनिवार्य

(1) किसी मान्यता प्राप्त विश्वविद्यालय से डिग्री स्तर पर एक विषय के रूप में अंग्रेजी के साथ हिंदी में स्नातकोत्तर डिग्री या समतुल्य।

या

मान्यता प्राप्त विश्वविद्यालय से डिग्री स्तर पर एक विषय के रूप में हिंदी के साथ अंग्रेजी में स्नातकोत्तर डिग्री या समतुल्य।

या

मान्यता प्राप्त विश्वविद्यालय से किसी भी विषय में स्नातकोत्तर डिग्री या समतुल्य एवं डिग्री स्तर पर अंग्रेजी और हिंदी विषय के रूप में।

या

मान्यता प्राप्त विश्वविद्यालय से किसी भी विषय में हिंदी माध्यम से स्नातकोत्तर डिग्री या समतुल्य और साथ ही डिग्री स्तर पर अंग्रेजी एक विषय के रूप में।

या

मान्यता प्राप्त विश्वविद्यालय से किसी भी विषय में अंग्रेजी माध्यम से स्नातकोत्तर डिग्री या समतुल्य और साथ ही डिग्री स्तर पर हिंदी एक विषय के रूप में।

प्रमले (आ एवं रा क्षेत्र ले प) सचिवालय

प्राप्ति की तारीख 18-02-2020

डायरी सं 664

DMS- 9367

व. उ. महालेखाकार (प्रशासन) का कार्यालय

आपरी संख्या 126

दिनांक 10/02/2020

(41)

(2) हिंदी में पारिभाषिक शब्दावली कार्य का और/या अंग्रेजी से हिंदी में या हिंदी से अंग्रेजी में अनुवाद कार्य का 5 वर्ष का अनुभव तकनीकी या वैज्ञानिक साहित्य और वित्त, बजट या प्रशासनिक कार्य का अनुभव रखने वाले उम्मीदवार को वरीयता दी जाएगी।

या

5 वर्षों के अध्यापन, शोध, लेखन या पत्रकारिता का 5 वर्षों का अनुभव।

वांछनीय

(1) संस्कृत या किसी आधुनिक भारतीय भाषा का ज्ञान

(2) प्रशासनिक अनुभव

(3) टिप्पणी और प्रारूपण की हिंदी कक्षाएं या कार्यशालाएं आयोजित करने का अनुभव।

पदनाम : कनिष्ठ अनुवादक

वेतनमान : पे मैट्रिक्स लेवल 6 रुपये 35400

(समूह 'ख' अराजपत्रित)

(क) (1) समतुल्य पद धारित करते हो या

(2) रुपये 25500 पे मैट्रिक्स लेवल-4, (संशोधन से पूर्व वेतनमान रु पी.बी.-1 रुपये 5200-20200, ग्रेड पे रु 2400 या समतुल्य वेतनमान मे पद पर 5 वर्षों की सेवा पूरी कर चुके हो।

या

(3) रुपये 19900, पे मैट्रिक्स लेवल-2, (संशोधन से पूर्व वेतनमान रु पी.बी.-1 रुपये 5200-20200, ग्रेड पे रु 1900 या समतुल्य वेतनमान मे पद पर 13 वर्षों की सेवा पूरी कर चुके हो।

(ख) शैक्षणिक योग्यताएँ: अनिवार्य

(1) किसी मान्यता प्राप्त विश्वविधालय से डिग्री स्तर पर एक विषय के रूप में अंग्रेजी के साथ हिंदी में स्नातकोत्तर डिग्री या समतुल्य।

या

मान्यता प्राप्त विश्वविधालय से डिग्री स्तर पर एक विषय के रूप में हिंदी के साथ अंग्रेजी में स्नातकोत्तर डिग्री या समतुल्य।

या

मान्यता प्राप्त विश्वविधालय से स्नातक की डिग्री और हिन्दी/अंग्रेजी आवश्यक विषय के रूप में रहा हो, या दोनों में से कोई एक परीक्षा का माध्यम रहा हो तथा दूसरा अनिवार्य/वैकल्पिक विषय के रूप में रहा हो।

(2) हिंदी से अंग्रेजी और अंग्रेजी से हिन्दी में अनुवाद कार्य का मान्यता प्राप्त डिप्लोमा या प्रमाण पत्र पाठ्यक्रम अथवा केंद्रीय सरकार/राज्य सरकार के कार्यालयों में जिनके अंतर्गत जिसमें

भारत सरकार के उपक्रम भी सम्मिलित है, हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद कार्य का दो वर्ष का अनुभव हो।

आवेदनकर्ता जो संलग्न योग्यता/शर्तें पूरी करते हैं अपने विभागाध्यक्ष के माध्यम से आवेदन पत्र व्यक्तिगत विवरण सहित भेजे तथा साथ में आवेदक के पाँच वर्ष के ए.पी.ए.आर. की प्रतियां साथ सतर्कता/विभागीय जांच अनापत्ति प्रमाण पत्र की प्रति भी संलग्न कर इस कार्यालय में दिनांक 28/02/2020 तक प्रस्तुत करें।

वरि. लेखा परीक्षा अधिकारी (प्रशासन)

क्र: लेप/प्रशासन/1/18/तिमाही बैठक/ 2856

दिनांक: 07-02/2020

प्रतिलिपि प्रेषित:

- i) सभी आई. ए. & ए. डी कार्यालय (through e-mail)
- ii) उप निदेशक (पश्चिम) केंद्रीय हिन्दी प्रशिक्षण उप संस्थान गृह मंत्रालय, राजभाषा विभाग, छठी मंजिल, सी विंग, केंद्रीय सदन, सीब्रीडी बेलापुर, सेक्टर-10, नवी मुंबई-400614

वरि. लेखा परीक्षा अधिकारी (प्रशासन)



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद
INDIAN AUDIT & ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE
HYDERABAD 500004

36

सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्रशासन/Deputation/2018/I-6/2019-20/40

दिनांक: 11.02.2020

To

All Offices of IA&AD as per mailing list (cag-ia-ad-offices@disingr.nic.in)

विषय : Deputation Assignment at Regional Training Institute (RTI), Hyderabad for filling up one vacant post of IS Core Faculty *

Sir/Madam,

One post of IS Core Faculty in the pay level 8-10 is vacant in Regional Training Institute (RTI), Hyderabad. The post would be filled up on deputation basis. **The Senior Audit Officers/Senior Accounts Officers/ Assistant Audit Officer/ Assistant Accounts Officer working in IA&AD should have-**

- ❖ In-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, PL/SQL Programming, Microsoft Office, Website applications etc.) and aptitude to deliver lectures and experience in IT Audit.
- ❖ Knowledge in working with Data Analytics software like Tableau, Knime, Qlikview is desirable
- ❖ Ability in development and maintenance of IS systems, Website and e-office.
- ❖ Ability in preparation of Course material and Structured Training Modules (STMs) for IS Courses

AAO/A-8
Net
12/2

2. Application(s) of **Senior Audit Officers/Senior Accounts Officers/Assistant Audit Officer/ Assistant Accounts Officer** who are willing to be considered for deputation to RTI, Hyderabad for the post of IS Core Faculty may be forwarded to this office on or before **15th March 2020** along with their **Bio-Data (Annexure enclosed)**, certified copies of APAR for the last five years, duly attested on each page and vigilance clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant.

3. The term of deputation will be initially for a period of three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RTI, Hyderabad the selected official will draw his/her basic pay plus Training Allowance as applicable on his/her basic pay and as admissible under extant rules.

प्रमले (अ...)
प्राप्ति क्र. 11/12/2020
डायरी नं. 669
DMS- 9436

-Contd-(2)

ब. अ. महालेखापरीक्षा (आ.प्र.सं.) का कार्यालय
 डा. प्र. नि. 136
 दिनांक: 12/02/2020

4. Maximum age limit for appointment by deputation shall not exceed 56 years as on date of application for the post. The applications of the Officers/Officials working in the office on deputation basis on normal terms & 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.

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 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 selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
- d. The initial deputation period to RTIs/RTCs will be for 3 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.

यह महानिदेशक, क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद के अनुमोदन से जारी होता है।

भवदीय,

Encl: Bio-data (Annexure)

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन
Senior Audit Officer (Admn)

Admn. I/In/12393

Date: 11.02.2020

39



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद
INDIAN AUDIT & ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE
HYDERABAD 500004

7/2/2020

सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्रशासन/Deputation/2018/I-6/2019-20/ 35 दिनांक: 06.02.2020

To
All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

विषय : Deputation Assignment at Regional Training Institute (RTI), Hyderabad for filling up of one vacant post of Personal Secretary temporarily through Senior Auditor/Senior Accountant

Sir/Madam,

One post of Personal Secretary in the pay level 6 is vacant in Regional Training Institute (RTI), Hyderabad and the post would be filled up on deputation basis temporarily through Senior Auditor/Senior Accountant. **The Senior Auditors/Senior Accountants working in IA&AD and willing to apply for the vacant post should have-**

- (i) Desirable qualification of minimum 3 to 5 years of experience in Secretarial work
 - (ii) Good communication skills and essential qualification of knowledge in computers (MS Word and Internet)
- Officials with previous experience of working in PAG/DG/AG/PD Peshi in the capacity of Senior Auditor/Senior Accountant would be preferred.

2. Application(s) of **Senior Auditors/Senior Accountants** who are willing to be considered for deputation in RTI, Hyderabad for the vacant post may be forwarded to this office on or before **5th March 2020** along with their **Bio-Data (Annexure enclosed)**, certified copies of APAR for the last five years, duly attested on each page and vigilance clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant.

3. The term of deputation will be initially for a period of three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RTI, Hyderabad, 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.

4. SAS passed Senior Auditors/Senior Accountants who are likely to be promoted as AAOs in the next three years need not apply.

-Contd-(2)

प्र म ले (आ एवं रा क्षे ले प) सचिवालय
प्राप्ति की तारीख 07.02.2020
डायरी सं 660
DMS - 9321

व. ज. प्र. लेखापरीक्षा (प्रशासन) का सचिवालय
क्रमांक संख्या: 118
दिनांक 07/02/2020

Off Phone No. : 040-23236810 to 23236819 Ext: 405, 407, 679

email: rtihyderabad@cag.gov.in

5. Maximum age limit for appointment by deputation shall not exceed 56 years as on date of application for the post. The applications of the Officers/Officials working in the office on deputation basis on normal terms & 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.

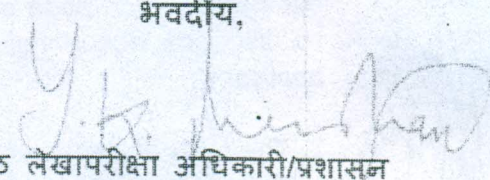
5. A reference is invited to Headquarters circular **No. 269/Trg. Div./42-A/2019 dated 18.09.2019** wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circular are re-iterated 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 selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
- d. The initial deputation period to RTIs/RTCs will be for 3 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.

यह महानिदेशक, क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद के अनुमोदन से जारी होता है।

Encl: Bio-data (Annexure)

भवदीय,


वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन
Senior Audit Officer (Admn)