

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

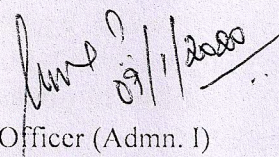
N.S. No. Admn. I/6-2/Deptn/Central/XIX/537

Dated: 08.01.2020

Enclosed please find the letter No. Deputation/2018/I-6/2019-20/08 dated 03.01.2020 received from Headquarters' Office regarding "Deputation Assignment at Regional Training Institute (RTI), Hyderabad for filling up one vacant post of Senior Auditor/Senior Accountant."

The recommendations alongwith bio-data should reach the undersigned under confidential cover to Admn-I Section by 27.01.2020.

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. Sr. PS/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
13. AAO/Admn-I for transmission through e-mail



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

सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्रशासन/Deputation/2018/I-6/2019-20/08

दिनांक: 03.01.2020

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 Senior Auditor/ Senior Accountant

Sir/Madam,

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

- ❖ Experience in administrative work, bills, office establishment and training related work
- ❖ Knowledge of computers (MS Word, MS Excel), which is essential
- ❖ Ability to coordinate/interact with the trainees and good communication skills

Officials with previous experience of working in RTIs/RTCs in the capacity of Senior Auditor/Senior Accountant/Auditor/Accountant are 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 February 2019** 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)

प्रमले (आ एवं रा क्षेत्र प) सचिवालय
 प्राप्ति की तारीख 03-01-2020
 672
 डायरी सं. 8733

व. उय महालेखाकार (प्रशासन) का सचिवालय
 डापरी संख्या. 1191
 दिनांक 03/01/2020

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.

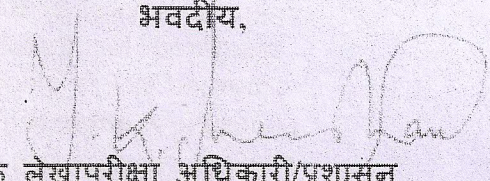
5. A reference is invited to Headquarters circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

- 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)