Enclosed please find the letter No. Deputation/2018-1-6/2019-20/08 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-1 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
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/RTC 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)
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/RTC's were issued for strict compliance. The instructions in the said circular are reiterated below:

a. Field offices shall display the deputation notifications issued by RTIs/RTC's 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/RTC's 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/RTC's at the earliest.

d. The initial deputation period to RTIs/RTC's 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 आमंत्रण से जारी होता है।

Encl: Bio-data (Annexure)

[Signature]

Senior Audit Officer (Admin)