



क्षेत्रीय प्रशिक्षणसंस्थान
भारतीय लेखा एवंलेखापरीक्षाविभाग
20, सरोजनीनायडूमार्ग, इलाहाबाद-211001
REGIONAL TRAINING INSTITUTE
Indian Audit & Accounts Department
20, Sarojini Naidu Marg, Allahabad – 211001
Phone : 2421364, 2421063, 2624467 Fax : 0532-2423485

No. RTI (A)/Admn./Deptn./2019-20/04

Date: 30.04.2020

To

All heads of offices in IA&AD
(As per mailing list)

Sub: Regarding requirement of officers/officials on deputation basis at RTI, Allahabad.

Respected Sir/Madam,

I am directed to state that the following posts are vacant/likely to be vacant in Regional Training Institute, Allahabad, which is to be filled-in on deputation basis on usual terms and conditions as prescribed by DoPT, GoI and as amended from time to time and with reference to hqrs. office letter no. 1718-Staff(S&R)/Misc./4A-2013 dated 01.11.2019 circulated vide circular no. 1-SS&R/2019. The admissibility and the eligibility criteria for the post are given below:-

Sl. No.	Post vacant	No. of post	Deputation Allowance/Training Allowance admissible	Preference
1.	SAO/Core Faculty(KC)	01	Deputation allowance/Training allowance as applicable, in accordance with relevant instructions of DoPT, as amended from time to time.	<ul style="list-style-type: none"> • Officers who belongs to A&E offices are only eligible to this post. • Nature of work- Knowledge Centre (KC) related work as well as Area of specialization in 'Government Accounting including GASAB'. • Having skills of teaching. • Good knowledge of MS Office, MS Excel, Power point and MS Access etc.
2.	AAO/Core faculty	01	-----As above-----	<ul style="list-style-type: none"> • Officers who belongs to A&E offices are only eligible to this post. • Nature of work- EDP related section works, Knowledge Centre (KC) related work and Area of specialization in 'Government Accounting including GASAB'. • Having skills of teaching. • Good knowledge of MS Office, MS Excel, Power point and MS Access etc.
3.	AAO/Admn.	01	-----As above-----	<ul style="list-style-type: none"> • Having experience of Administration, Establishment related work • Good knowledge of MS Office, MS Excel, Power point and MS Access etc.
4.	DEO Gr.A/DEO Gr.B	01	-----As above-----	<ul style="list-style-type: none"> • Good knowledge of MS Office, MS Excel, Power point and MS Access etc. • Proficiency in English typing as well as Hindi typing

2. Following documents needs to be attached along with the application duly filled-in by the willing officers/officials:-

- (a) Bio-data of Candidate (in enclosed format)
- (b) Certificate to the effect that particulars given by the applicant is correct.
- (c) Vigilance/Disciplinary clearance certificate: It may be certified that no Disciplinary/Vigilance/Court Case is either pending or being contemplated against the applicant.
- (d) Integrity certificate
- (e) Certified copies of APARs dossiers for the last 05 years.

3. Maximum age limit for appointment on deputation shall not exceed 56 years as on closing date of application.

4. Selection of the candidate will be based on the grading in APARs, work experience etc.

5. For post at serial no.2, 3 & 4, deputation shall be initially for **three year** (As per HQs letter no.269/Trg.Div./42-A/2019 dated 18.09.19) which may be extended yearly basis at the discretion of the competent authority. And for serial no. 1 in the table, deputation shall be initially for one year and be extended yearly basis at the discretion of the competent authority.

6. As per instructions contained in above referenced hqrs. office's letter at point 5, **it is requested that this letter shall be given wide publicity in field offices such as display on notice boards, circulation among the staff with request to forward all the applications received from willing officers/staffs without withholding any application.**

Hence, it is requested to kindly forward the applications of willing officers/officials who fulfill the above criteria, in the enclosed proforma along with your recommendations **latest by 31.05.2020.**

This issues with the approval of Principal Director.

Yours faithfully,

Encl.: As above


30.4.20
Sr. Administrative Officer

Bio-Data

1. Name	
2. Designation	
3. Date of birth	
4. Qualification (i) Educational: (ii) Professional:	
5. Name of office to which the officer/official belongs (i) Parent office: (ii) Office in which working at present.	
6. Whether the officer belongs to SC/ST. If yes, please mention category.	
7. Date of entry into Govt. Service	
8. Date of entry in IA&AD	
9. Date & Year of passing SOG Examination (please mention whether Commercial, Civil, Accounts, Railway, Postal or Defence Audit)	
10. Date of promotion as AAO/AO/SAO	
11. Number of years completed in the grade as on (a) AAO (b) AO/Sr.AO	
12. Present pay	
13. Experience	
14. Details of other exam passed	
15. Proficiency in Computer. Details may be given	
16. Contact details (Mobile and email)	

The information furnished above is correct to the best of my knowledge.

Signature of the Candidate