



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, राँची
Indian Audit and Accounts Department
Regional Training Institute, Ranchi

No.RTI-RAN/Admn. – 25/Deptn-Faculty/2021-22/519

Date: 01.01.2022

To

All Offices as per Mailing List of IA&AD.

Sub: - Filling up of one post of Sr Audit/Accounts Officer(Administration) in RTI, Ranchi on deputation basis.

Applications are invited through proper channel (duly forwarded with approval of the cadre controlling officer) for filling up below mentioned post on deputation basis in RTI, Ranchi.

Post	Pay Level	No of Post	Eligibility/Requirement
Sr. AO (Administration)	10 or 11	1	<ol style="list-style-type: none">1. Holding analogues post of Sr. AO in any Office of IAAD2. In depth knowledge of Administration.3. Knowledge of DDO functions.4. Adequate experience in procurement, outsourcing, liaising with CPWD etc.5. Adequate knowledge of PFMS, iBEMS, GeM, e-Office functions etc.6. Proficiency in MS office and familiarity with web browsing etc.7. Should preferably be capable of taking classes on administrative issues8. Incumbent will be repatriated back before date of retirement.

Terms & Conditions:

1. Deputation Allowance at the prescribed rates would be admissible as per instructions prevailing from time to time. It is currently at 10 percent of the pay as per 7th pay commission.

2. The term of deputation will be initially for three years and extendable thereafter on yearly basis subject to the continued suitability of the official and administrative convenience of this office.

3. The application of officers willing to serve in RTI, Ranchi in the abovementioned capacity may kindly be forwarded along with the following documents latest by 13.01.2022.

- a) Particulars of applicants (Bio-data) in enclosed format duly attested by head of office
- b) Vigilance clearance Certificate: It may be certified that no Disciplinary/Court/Vigilance case is pending or contemplated against the applicant
- c) Attested copies of ACRs/APARs dossier for the last 5 years

Further, a reference may be invited to Headquarters circular No 269/Trg Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to the field offices on augmentation of staff in RTIs/RTCs(Administration and Faculty) have been issued for strict compliance. The instructions in said circular are reproduced below:

(i) Field offices shall display the deputation notification issued by RTI on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification

(ii) Field offices shall forward all applications received from their offices/staff against the post advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application.

(iii) On completion of selection process, the field offices shall obligatorily relieve the selected officials for teaching/administrative assignment at RTIs/RTCs at the earliest.

(iv) The initial deputation period to RTI/RTC will be three years however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

Sd/-

Sr. Audit Officer/Admn.

Copy to:

1. All IA&AD offices (By e-mail)/RTI Ranchi Notice Board
2. AAO (CF/IT) for hosting on the Website
3. SAO (Admn) for information and record.

M. K. D. S.
1.1.2022

Sr Audit Officer/Admn.

Bio Data (Annexure)

1.	Name	
2.	Post Held	
3.	Date of Birth	
4.	Qualifications iii) Educational iv) Professional	
5.	Office to which the applicant belongs iii) Parent Office iv) Present Office	
6.	Date of Entry into IA&AD	
7.	Date and year of passing SAS Examination (Civil/Commercial/P&T etc.)	
8.	Date of promotion as AAO	
9.	Date of promotion as Sr AO	
10.	Details of knowledge & experience in the field of Administration.	
11.	Present Pay and Pay Level	
12.	Mobile No and official Mail ID	
13.	Permanent Address	
14.	Present Address	
15.	Any other relevant details	

Date:

Place:

Signature of applicant

It is certified that the above particulars furnished are correct as per our office records.

Signature of Head of the Office (With Stamp)