



OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (A&E),
PUNJAB, SECTOR-17E,
CHANDIGARH - 160017.
No. Admn. I/A/21-22/ 359
Date: 14.2.22

परिपत्र

वरि. लेखापरीक्षा अधिकारी (प्रशासन) के पद के लिए क्षेत्रिय प्रशिक्षण संस्थान (Regional Training Institute) हैदराबाद में प्रतिनियुक्ति के लिए आवेदन आमंत्रित किए जाते हैं। नियम और शर्तें क्षेत्रिय प्रशिक्षण संस्थान, हैदराबाद द्वारा जारी पत्र संख्या DG/RTI-Hyd/Admn/Deputation/2021-22/I-13/93 दिनांक 28.01.2022 के अनुसार होगी।

इच्छुक कर्मचारी/अधिकारी अपने आवेदन पत्र बायोडाटा के साथ 21-02-2022 तक प्रशासन 1 अनुभाग में भेज सकते हैं।

संलग्न: यथोपरि।

हस्ता

वरि. लेखा अधिकारी (प्रशासन 1)

क्रमांक प्रशासन 1 / 32(4)/प्रतिनियुक्ति / 21-22 / 3806-07

दिनांक 14.02.2022

प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित की जाती है:-

- ✓ सूचना प्रौद्योगिकी सहायता कक्ष आधिकारिक वेबसाइट में अपलोड करने के लिए
- कार्यालय आदेश फाईल


वरि. लेखा अधिकारी (प्रशासन 1)



लेखापरीक्षा और लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE
HYDERABAD

532/L

DG/RTI-Hyd/Admn./Deputation/2021-2022/I-13/93

Dt. 28.01.2022.

To

All the Heads of Offices,

(IA&AD as per mailing list)

Sub: Filling up of vacancy in the cadre of SAO (Administration) in RTI, Hyderabad on deputation basis-reg.

Sir/Madam,

Applications are invited through proper channel for the post of SAO (Administration) in the Regional Training Institute (RTI), Hyderabad. The vacancy would be filled up on deputation basis. The names of SAOs who are willing to be considered for deputation to RTI, Hyderabad may be forwarded to this office on or before **28.02.2022**, along with their biodata (in enclosed format), Certified copies of APARs 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 applicants.

2. The term of deputation will be for a period of 3 years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. Deputation Allowance at prescribed rates would be admissible as per instructions prevailing from time to time.

3. The criteria to be fulfilled by the officers applying for the deputation and the job requirements for the above-mentioned post is as below :

Essential qualifications	Desirable qualifications	Job requirements
<ul style="list-style-type: none">• Should be in the cadre of SAO• The applicant should not have crossed the age of 56 years on the closing date of receipt of applications.• Experience in the sections of Administration, Claims and Office Management in the supervisory capacity.• Knowledge of working in iBEMS, PFMS, GeM and GST portals.	<ul style="list-style-type: none">• Working experience as Drawing and Disbursing Officer.• Working experience in Regional Training Institute/Training wing of respective office	<p>Administration and establishment in RTI, Hyderabad including</p> <ul style="list-style-type: none">• Personnel management, including supervision of outsourced personnel• Procurement/tendering as per due procedure, sourcing through GeM, Contract, and stores management.• Interacting with CPWD on building and maintenance• Supporting training programmes• Any other work assigned by DG, RTI.