



भारतीय लेखापरीक्षा तथा लेखा विभाग  
क्षेत्रीय प्रशिक्षण संस्थान, चेन्नई  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
REGIONAL TRAINING INSTITUTE, CHENNAI

No. RTI/ADMN/II/2022-23/ 145

Dated 01/08/2022

To,  
All the Heads of Offices  
(IA&AD as per mailing list)

Sub: Filling up of post of Faculty Member (IS) in RTI, Chennai on deputation basis – reg.  
SIR/MADAM,

Applications are invited from eligible candidates viz. SAOs/AAOs for filling up of one post of Faculty Member (IS) on deputation basis on usual terms and conditions.

2. The term of deputation will be initially for a period of three years extendable on yearly basis subject to administrative convenience and consent of lending Office/HQrs.
3. Age of the willing Officer should not exceed 56 years as on the date of issue of this notification.
4. The Officer should have ample knowledge and experience in handling classes in MS Office applications, Oracle, SQL, IDEA, IT Audit and preferably CIA or CISA qualified. He/she should be proficient in SAI portal.
5. Selected candidate is eligible for Training allowance at the admissible rates

It is requested that names of willing SAOs/AAOs, who fulfil the eligibility criteria may be forwarded along with their bio-data in the format prescribed, certificate of no charges/vigilance /court case pending and grading of the individual in APAR/SPARROW for the last five years i.e. for the period from 2017-18 to 2021-22 on or before 31.08.2022.

Attention to Headquarters Circular No. 269/Trg. Div./42-A/2019 date 18.09.2019 is invited which inter-alia stipulates that field offices should display/circulate deputation notification issued by RTIs/RTCs among the staff and forward all such applications received to RTIs/RTCs.

A copy of duties attached to the post is attached herewith.

This issues with the approval of Director General.

Yours faithfully,

  
SR. AUDIT OFFICER/ADMN

PROFORMA

NAME IN FULL (CAPITAL LETTERS)	
DATE OF BIRTH	
QUALIFICATION 1. Educational 2. Professional	
DATE OF ENTRY INTO GOVT. SERVICE	
DATE OF ENTRY IN IAAD	
DATE OF PASSING OF EXAMS 1. SOG 2. RA 3. CPD I 4. CPD II 5. CPD III 6. Other examinations	
DATE OF PROMOTION 1. SO 2. AAO 3. AO 4. SAO	
BASIC PAY AS ON 01.07.2022 WITH PRESENT PAY LEVEL/MATRIX	
OFFICE TO WHICH BELONGS	
EXPERIENCE IN THE RELEVANT FIELD	
CONTACT DETAIL  1. MOBILE NO 2. CAG MOBILE ID 3. PRESENT ADDRESS   4. PERMANENT ADDRESS	
ANY OTHER RELEVANT INFORMATION	

## Duties of Faculty Member (IS)

1. The work relating to IS Courses
2. Preparation of Annual Calendar of Training Programme for IS Courses.
3. Preparing the course schedule, coordinating and conducting all advanced IS Courses
4. Selection of guest faculty.
5. Preparation of course materials/handouts/AV aids, handling sessions.
6. Assessment and evaluation of the effectiveness of training.
7. Developing and standardizing course ware
8. Liaison with outside Institutes for faculty support.
9. Overall supervision of working of Labs I and II.
10. All other issues connected with EDP training.
11. Any other work assigned by Director General/Principal Director from time to time.