क्षेत्रीय प्रशिक्षण संस्थान भारतीय लेखा तथा लेखापरीक्षा विभाग
पूर्वोत्तर क्षेत्र: लछतलेत कम्प्लेक्स, शिलांग - 793003
REGIONAL TRAINING INSTITUTE (IA&AD)
NE REGION: LACHATELETTE COMPLEX, SHILLONG-793003
PHONE: 0364-2222594, 2210203   Email: rtishillong@cag.gov.in

Azadi Ka
Amrit Mahotsav

संख्या/No. 73-RTI/Deptn./1-1/2022-23/Vol.XI/ 1499

CIRCULAR - 105

13 DEC 2022

Applications, through proper channel (i.e., duly forwarded with approval of the cadre controlling officer), are hereby invited from eligible candidates for filling up the following posts in RTI, Shillong on deputation basis:

Sl. No.	Posts	No. of Post	Purpose	Eligibility/Requirement
1.	• AAO for the eHRMS Functional Help Desk	02	The SAO/AAO shall function as Functional Help Desk to the Admins and Employees of RTI, Shillong's User Offices during the eHRMS implementation and onboarding phase.	• Holding analogous post of AAO/ SAO. • Proficiency in working on I.T applications and computer. Weightage will be given to the applicant having experience related to Human Resources or Administration/ Bills in the Department and to those with experience of work in computerization projects. • The applicants with 56 years of age or above should not apply for the deputation post.

Brief Work Profile: The main features of the eHRMS application are digitization and automatic updation of employees' Service Books through online services like personal information, various declarations, LTC, Loans and Advances, leave application and joining, various types of reimbursement, e-tour, etc.

The eHRMS Functional Help Desk will function on the lines of the OIOS Functional Help Desk. The SAO/AAO will be responsible for hand holding and troubleshooting functions File No.RTI/SHG/eHRMS/ I/163757/2022 237 related to eHRMS in respect of the user offices of RTI, Shillong. They will coordinate and manage the end-to-end implementation of eHRMS in the user offices. Overall, the entire roll out is estimated to take roughly 5-6 months. In the entire duration and till the application stabilizes, the Functional Help Desk will provide support to the office.

Terms of deputation & selection process.

1. The deputation period will initially be upto 28.02.2023, which may be extendable by the competent authority subject to continued suitability and administrative

convenience. RTI, Shillong, however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

2. Deputation allowance would be admissible as per extant instructions prevailing from time to time.

3. Applications of all interested and eligible officers may kindly be forwarded to RTI, Shillong along with the following documents latest by 31.12.2022.

a Bio-data of applicant in enclosed format.

b. Vigilance/Disciplinary clearance certificate: It may be certified that no Disciplinary/Vigilance/Court Case is either pending or being contemplated against the applicant.

c. Attested copies of APARs dossiers for the last five years.

4. 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 position in RTIs/RTCs were issued. The important issues addressed by Headquarters office in the said circular are as under:

- Field offices shall display the deputation notifications issued by RTIs/RTCs in their notice boards.
- Field offices shall circulate the notification among the staff by giving reasonable time to candidates for responding to the notification.
- Field offices shall forward all applications received from their officers against the positions advertised by RTIs/ RTCs without withholding any application.
- On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.

5 Wide publicity may please be given to this notification to encourage participation of officers for the assignment in RTI, Shillong.

This issues with the approval of Principal Director.

Core Faculty (Gen)

सेवा में/**To**

आईए एंड एडी के सभी विभागाध्यक्ष,
(मेलिंग सूची के अनुसार)।
All Heads of Departments of IA&AD,
(As per mailing list).

APPLICATION FOR THE POST OF AAO (e-HRMS)

1.	Name	
2.	Designation	
3.	Permanent Address	
4.	Present Address	
3.	Date of birth	
4.	Qualification (i)Educational: (ii) Professional:	
5.	Name of office to which the officer 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 into 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/SAO	
11.	Number of years completed in the grade as on date: (a) AAO (b) Sr.AO	

12.	Present pay	
13.	Experience	
14.	Details of other exam(s) 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