



भारतीय लेखापरीक्षा तथा लेखा विभाग (Indian Audit & Accounts Department)

कार्यालय महानिदेशक लेखा परीक्षा (केन्द्रीय प्राप्ति) नई दिल्ली
O/o The Director General of Audit (Central Receipt) New Delhi
क्षेत्रीय प्रशिक्षण केन्द्र दिल्ली।
Regional Training Centre, Delhi

'A' Wing, 5th floor, AGCR Building, Indraprastha Estate, New Delhi – 110002.

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दिनांक:- 07.12.2022

To
All Offices of IA&AD
(As per mailing list)

Subject: - Filling up of posts of AAO (e-HRMS) and AAO(Admin) in RTC, Delhi.

Sir/Madam,

The Regional Training Centre, Delhi requires services of eligible candidates for filling up following post on deputation basis as per Headquarters instructions.

Faculty Post	No. of Vacancies
AAO – Functional Helpdesk for eHRMS	02
AAO(Admin)	01

- Eligibility conditions and job requirement for both the posts are given in Annexure-I.
- The deputation will initially be for a period of one (1) year, which may be extended by the competent authority subject to continued suitability and administrative convenience.
- Deputation allowance would be admissible to these posts as per extant instructions issued by the Government of India and Hqrs Office from time to time.
- Applications of all interested and eligible officers may please be forwarded along with the following documents latest by **31 December 2022** to the Dy. Director, Regional Training Centre, Delhi.
 - Biodata of applicant in prescribed format (Annexure-II)
 - Vigilance clearance certificate
 - Attested copies of APARs dossier for the last five years
- Selection of suitable candidate will be made by following appropriate selection procedure about which the applicant will be notified in due course.
- A Reference is invited to Headquarters Circular No. 269/Trg.Div./42-A/2019 dated 18.09.2019 wherein the detailed directions to field offices on augmentation of staff position in RTC/RTCs were issued. The important issues addressed by Headquarters office in the said circular are as below: -
 - Field offices shall display the deputation notifications issued by RTIs/RTCs on the notice boards.
 - Field offices shall circulate the notification among staff members 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 RTI/RTCs without withholding any application.
 - On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignment.
7. Wide publicity may please be given to this notification to encourage participation of officers for taking up the assignment in RTC, Delhi.
 8. This issues with the approval of Director General of Audit (Central Receipt).

Yours faithfully,



Sr. Audit Officer (RTC)

Annexure-I

Eligibility conditions and job requirements

Eligibility for the Post of AAO (e-HRMS Helpdesk)

1. Holding analogous post of A.A.O.
2. Sr. A.O. with appropriate skills may also apply, as the post is interchangeable.
3. Officials below 56 years of age as on 1/1/2023 would be considered.
4. The requirement of the job is to support the capacity building, handholding and to act as functional e-HRMS help desk in RTC, Delhi.
5. Officials with good communications skills and comfortable in using IT systems shall be preferred for the post.

Eligibility for the Post of AAO (Admin)

1. Holding analogous post of AAO.
2. The officer would be required to handle all administrative and establishment activities at RTC.
3. Ability to handle lectures is desirable
4. The applicants below 56 years of age as on 1/1/2023 would be considered.

Annexure-II

Bio data of applicant for the post of _____

1.	Name of full(S/Shri/Smt/Ms)	
2.	Present Post held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications i) Educational ii) Professional	
7.	Office to which the applicant belongs i) Parent Office ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Date of entry into IA&AD	
11.	Date & Year of passing SAS Examination (Please mention Civil Audit/Commercial/P&T/Railway/Defense Audit)	
12.	Date of promotion as AAO	
13.	Details of other exams passed (RAE/CPD-I,CPD-II/Others)	
14.	Proficiency in computers, Details may be given	
15.	Present Pay Level and Pay	
16.	Mobile Number and officials email ID	
17.	Any other relevant details	

Date:

(Signature of Applicant)

Place:

It is certified that the above particulars furnished are correct as per our office records and no disciplinary/vigilance action is pending against him/her.

**Signature of the Head of the Department (with
Stamp)**