



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/2022-23/704

Date – 19.12.2022

To

All Offices as per Mailing List of IA&AD.

Subject: - Deputation assignment for filling up of 02 Regular Temporary post of AAO/SAO for implementation of eHRMS

Sir/Madam,

Kindly refer to Headquarters' Letter No.761/स्टाफ-एस.एवं.आर/सी.सी/26-2021 दिनांक-11/11/2022 regarding creation of 2 (Two) posts of AAO/SAO in each RTI/RTC exclusively for eHRMS helpdesk for a period upto 28.02.2023.

In pursuance of the above, applications are invited from eligible and willing officers through proper channel for filling up this newly created post on deputation basis.

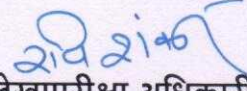
SI No	Post	Eligibility
1	2 posts of AAO/SAO for eHRMS helpdesk. Regular Temporary	1. Holding of analogous post of AAO/SAO in IAAD. 2. SAS passed officials waiting for promotion may also apply. 3. Experience of working in Administration Section 4. Regular working proficiency on IT applications and computers is necessary. 5. Should possess good communication skill 6. Age of the applicants should not be more than 56 years

Terms & Conditions:

1. The AAO/SAO shall be responsible for handholding the eHRMS helpdesk
2. The term of deputation will initially be for a period upto 28.02.2023. Annual extension may also be granted on completion of the initial period based on continued suitability of the deputationist and administrative convenience subject to the continuity of the post.
3. Other existing terms and conditions in respect of deputation will be applicable.

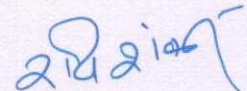
4. Applications from willing and eligible officials along with following documents may be forwarded to this office latest by **10 January 2023**.
- Bio data (format enclosed).
 - Certified copy of last five years APAR.
 - Vigilance Clearance Certificate
 - Certificate to the effect that the particulars given by the applicants are correct.
5. 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 (Administration and Faculty) have been issued for strict compliance. The instructions in said circular are reproduced below:
- 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
 - Field offices shall forward all applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application.
 - On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignment at RTIs/RTCs at the earliest.
 - The initial deputation period to the RTI/RTC will be for three (03) years and extendable on yearly basis thereafter. The RTI/RTC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

भवदीय


व.लेखापरीक्षा अधिकारी/प्रशासन

Copy to:

- ALL IA&AD offices (by e-mail).
- AAO (CF/IT) for hosting on the website.
- SAO (Admn) information and record.
- RTI Ranchi Notice Board.


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Bio Data (Annexure)

1.	Name	
2.	Post Held	
3.	Date of Birth	
4.	Qualifications i) Educational ii) Professional	
5.	Office to which the applicant belongs i) Parent Office ii) Present Office	
6.	Date of Entry into IA&AD	
7.	Date of promotion to the present post	
8.	Details of knowledge & experience in the field of IT.	
9.	Any achievement in the field of IT	
10.	Present Pay and Pay Level	
11.	Mobile No and official Mail ID	
12.	Permanent Address	
13.	Present Address	
14.	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)