

**OFFICE OF THE DIRECTOR GENERAL REGIONAL TRAINING INSTITUTE,
JAMMU**

No: RTI/J/A/2022-23/Dep/927

Dated: 09-02-2023

To

CAG-All Offices (as per mailing list),

Subject: Deputation for the two posts of AAO for implementation of (eHRMS).

Sir/Madam,

In continuation to this office notification No: RTI/J/A/2022-23/Dep/780 Dated: 09/12/2022, applications are again invited from desirous candidates with regard to this deputation assignment as per instructions given below.

S. No.	Post	No of vacancies
1.	Assistant Audit/Accounts Officer (for implementation of eHRMS)	02

Eligibility Criteria

1. Holding analogous post of A.A.O
2. Knowledge relating to overall Auditing in IA &AD is necessary.
- 3. The applicant should necessarily have proficiency for handling of eHRMS.**
4. Proficiency in working on IT 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.
5. Candidates with qualification in related IT subjects will also be preferred.
6. The officer shall be responsible for all the assigned work relating to the eHRMS or any other work which will be assigned depending on administrative convenience/requirement in this office.
7. Maximum age limit for deputation should not exceed 56 years as on the closing date of application for the post.

Terms of deputation & selection process

1. All officers who are willing should apply for the deputation through their respective Parent Offices. The Parent Offices are requested to forward such applications along with the Bio-data (prescribed format enclosed) and APARs for the **last two years** duly attested on each page to this Institute, so as to reach this Institute latest by **14/02/2023**. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant. The required documents of the eligible candidates forwarded by the respective Parent offices may be scanned and sent by email to avoid postal delay.
2. The RTI/RTC reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
3. The selected officer will be entitled to deputation allowance as per instructions prevailing from time to time up to 28-02-2023 and further extension on yearly basis is subject to sanction of continuity of above stated posts by Headquarters 'Office.
4. Selection of a suitable officer shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall be notified.

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 (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

- a.** Field offices shall display the deputation notifications issued by RTIs/ RTCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
- b.** 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;
- c.** On completion of the selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.

This issues with the approval of the Director General, R.T.I. Jammu.

Yours faithfully,

Sd/-

Sr. Administrative Officer (A)