



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद
INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE
HYDERABAD

No.DG/RTI/Hyd/Admn/Deputation/2023-24/ 05
Dated 24/04/2023

To

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

**Sub: Filling up of vacancy of Senior Audit Officer, Faculty Member
(Commercial) in RTI, Hyderabad on Deputation basis-reg.**

Sir/Madam,

Applications are invited through proper channel for the post of SAO (Faculty Member - Commercial) in the Regional Training Institute (RTI), Hyderabad. The vacancy would be filled up on deputation basis. The names of SAOs/AAOs who are willing to be considered for deputation to RTI, Hyderabad may be forwarded to this office on or before **12.05.2023**, along with their biodata (in enclosed format), Certified copies of APARs for the last five years duly attested on each page and Vigilance Clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicants.

2. The term of deputation will be for a period of 3 years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. Training Allowance at prescribed rates would be admissible as per instructions prevailing from time to time.

The criteria to be fulfilled by the officers applying for the deputation and the job requirements for the above-mentioned post is as below:

- Ability to deliver lectures on Commercial/General Training Topics and Coordination with guest Faculty, as and when required.
- Work relates to knowledge Centre topic i.e. Public Private Partnership (PPP) for RTI, Hyderabad. The preparation of material for use in training and research in these topics. Work may involve giving lectures on such topics and other topics of interest to audit and accounts and co-ordination with guest faculty.
- Preparing the course schedule, coordinating and conducting Commercial/ General Courses. Preparation of course materials, handouts, Audio Video aids etc.
- General Coordination work related to correspondence for Commercial/ General Courses as per allocation
- Selection of other Guest faculty of the course to be conducted as per allocation.

- f. Handling sessions related to the allotted courses
- g. Assessment and Evaluation of effectiveness of all Commercial/General training courses as per allocation
- h. Developing course ware on the allotted subjects/courses
- i. Preparing draft Annual Calendar of Training Programme(COTP) for all General courses and submission of consolidated CoTP of General/EDP Courses to Director General/Principal Director
- j. Correspondence work related to conduct of Regional Advisory Committee meetings (RAC) and Mid-term Review meetings from time to time.
- k. Correspondence work related to obtaining Administrative approval of Director General/Principal Director regarding payment of Honorarium/remuneration to resource persons/guest faculties for the courses as per allocation.
- l. Preparation of STMs/ case studies.
- m. All correspondence work with Headquarters office regarding training related matters as well as the Annual Training Calendar, Calendar of Training Program and RAC meetings.
- n. Any other work assigned by the Director General/Principal Director from time to time.

3. 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 RTI/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 RTI/RTCs on the notice boards and circulate among the staff finding reasonable time to the candidates for responding to the notification.
 - b. Field offices shall forward all applications received from their offices/staff against the position advertised by RTIs/RTCs to the concerned Institute/Centre without withholding any application.
 - c. On completion of selection process, field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
 - d. The initial deputation period to RTIs/RTCs will be for 3 years 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.
 - e. However, clause at (b) above regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RTIs/RTCs will not apply in case of applications who have been reverted/repatriated in the last six (6) months from RTIs/RTCs to their parent offices as per Headquarters Circular No. 398/Trg.Div/42-A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.
4. This issues with the approval of Director General.

Yours faithfully,

To Krishnanna Rajy
Senior Audit Officer (Admn.) 24/04/2023.