



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

नं: डीजी/ आर टी आई हैदराबाद/प्रशासन /Deputation/2023/I -6/2023-24/01

दिनांक.: 11.04.2023
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To

All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

विषय : Deputation Assignment at Regional Training Institute (RTI), Hyderabad for filling up for the post of Auditor(s).

Sir/Madam

The post of Auditor (s) likely to fall vacant at Regional Training Institute, Hyderabad and proposed to be filled up on deputation basis:

Sl.No.	Designation	Eligibility	Work Requirement / Knowledge
01.	Auditor(s)/Sr. Auditor(s)/ Sr. Accountants/ Accountant (s)/ Asstt.,Supervisor (s)/Admin / Bills/ Training	Persons in IA&AD holding the post of Asstt., Supervisor, Sr. Auditor/Sr. Accountant/Auditor/ Accountant Authority: Headquarters Circular No.1- SS&R/2021 issued in Lr.No. 1/ SSR/ Implementation /Asstt., Sup / RTI/ RTC/02-2021 dated 04.03.2021	<ol style="list-style-type: none">1. Working knowledge of iBEMS/ PFMS, e-office and preparation of pay bills are desirable qualifications.2. Preparation and submission and closings of Quarterly/Monthly Reports>Returns and Calendar of Returns/Purport Registers etc,3. Co-ordination with AGODC for supply of coffee/tea to the trainees during training sessions and certification of their bills.4. Preparation of AC Bills and submission of adjustment bills. Preparation of all contingent and wage bills.5. Obtaining sanctions for payment of all Contingent Bills. Preparation of contingent bills for submission to AAO (Admn)/ DDO.6. Monitoring the work of outsourced staff.7. Weeding out of old records/ files and unserviceable articles for the proper disposal as per Rules.8. Maintenance of and closings of all Registers pertaining to Logistics & Support/OE related matters and

			<p>also periodical Returns and its submission to Supervising Officer.</p> <p>9. Maintenance of IT and Non-IT Consumable Stock Registers and periodical closings of all Registers maintained for Logistics & Support/OE for submission to Supervising Officer.</p> <p>10. Assist in Coordinating in Trainings/Preparation of Course Schedule/Calendar of Training Programmes (COTP)/ Coordination with faculty of RTI and Visiting Guest Faculty.</p> <p>11. Assisting to the Faculty for preparation of Case Studies/ STMs/News Letter and Course Material / Notes etc.,</p> <p>12. Assisting SAO(Admn)/AAO (Admn) in making Logistic arrangements for RAC Meetings, Departmental meetings, Regular Trainings and Conferences.</p> <p>13. Any other work assigned by SAO(Admn)/ Faculty / AAO (Admn) and the Director General/Principal Director from time to time.</p>
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2. Application(s) from eligible applicants who are willing to be considered for deputation in RTI, Hyderabad for the vacant post may be forwarded to this office on or before **04th May 2023** along with their **BIO-DATA (Annexure enclosed)**, certified copies of APAR 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 applicant.
3. SAS passed applicants who are likely to be promoted as AAOs/AAO(Adhoc) in the next three years need not apply.
4. Maximum age limit for appointment by deputation shall not exceed 56 years as on date of application for the post. The applications of the Officers/Officials working in the office on deputation basis on normal terms & conditions shall be forwarded through their respective Parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the Institution. While working in RTI, Hyderabad, the selected official will draw his/her basic pay plus Deputation Allowance as applicable on his/her basic pay and as admissible under extant rules.
5. However, selected official drawing higher/upgraded pay on account of MACP/NFU/ Financial Upgradation etc., is eligible to draw Deputation Duty Allowance at the

applicable rates on the Presumptive Pay i.e. the basic pay of the Parent cadre which the official was getting before such MACP/NFU/Financial Upgradation and the amount of the same would be further regulated every year on the basis of pay arrived at by giving annual increments on the presumptive pay (Authority : GOI, Ministry of Personnel, Public Grievances & Pensions, DoPT OM No.2/11/2017/Estt.(Pay – II), dated 15/03/2021).

6. 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 reiterated 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 Officers 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 selection process, the 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 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.
7. However, clause at Sl.No.6(b) regarding instructions 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 applicants who have been reverted/repatriated in the last six (6) months from RTIs/RTCs to their parent offices”***. This may please be noted before forwarding the applications.
8. Prospective candidates/applicants may please go through the service conditions and work requirements carefully before they apply. It may please be noted that once an application is sent to RTI, Hyderabad, it may not be normally withdrawn.

यह महानिदेशक, क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद के अनुमोदन से जारी किया जाता है

Encl: Bio-Data (Annexure)

भवदीय

J. Krishnana Raju
वरिष्ठ लेखा परीक्षा अधिकारी 11/4/23
Senior Audit Officer/Admn

Bio-Data (Annexure)

1.	Name in full (S/Sri/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 in IA&AD	
11.	<i>Date of promotion as Asst. Supervisor/Senior Auditor/Senior Accountant/Auditor/Accountant</i>	
12.	Proficiency in Computers and e-office: Details may be given	
13.	Present Pay and Pay Level	
14.	Details of MACP/Financial upgradation/NFU (I, II or III), if any granted and date of grant of such pay upgradation	
15.	Mobile Number and official email ID	
16.	Experience and knowledge of working in Administration/OE/Logistics & Support/Bills (full details)	

Latest
Passport Size
Photo

Date:

Place:

(Signature of the applicant)

It is certified that the above particulars furnished are correct as per our office records.

Signature of the Head of the Department (with Stamp)