

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

No: RTI/J/A/2023-24/Dep/357  
Dated: 25-07-2023

To

CAG-All Offices (as per mailing list),

Subject: Deputation for the post of AAO(Trg) in RTI-Jammu –regarding.

Sir/Madam,

The applications are invited from desirous candidates with regard to the deputation assignment as per instructions given below.

S. No.	Post	No of vacancies
1.	Asstt: Audit/Accounts Officer/ Supervisor (Audit)/(Accounts	01

***Eligibility Criteria***

1. Holding analogous post of A.A.O.
2. Knowledge relating to overall Auditing in IA &AD is necessary.
3. Regular working proficiency in computers and comfort in using IT is necessary.
4. The officer shall be responsible for all the assigned work relating to the AAO training in this office.
5. The applicant with 56 years of age or above should not apply for the deputation 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 and APARs for the last five years duly attested on each page to this Institute, so as to reach this Institute latest by **23-08-2023**. 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.
- 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.
- 5.Maximum age limit for deputation should not exceed 56 years as on the closing date of application for the post.

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.

The Headquarter office has again issued a circular letter vide No:**11/Trg. Div./42-A/2023 dated: 02/05/2023** to heads of Department of IA&AD offices requesting therein that:

- (i) Heads of field offices may assess the human resource requirements of respective offices and spare the services of SAOs/AAOs to RTIs /RTCs by permitting them to apply against the vacancies notified by RTIs /RTCs.
- (ii) Encourage SAOs/AAOs with domain knowledge for applying for the positions of Core-Faculty notified by the RTIs/RTCs providing them an opportunity to contribute to the capacity development activities of SAI India.
- (iii) Heads of field offices may extend faculty support by deputing officers with domain expertise to facilitate training sessions at RTIs/RTCs whenever such requests are received from RTIs / RTCs.
- (iv) Heads of field offices/ RTIs / RTCs may actively discuss the above.

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

Yours faithfully,  
Sd/-  
Sr. Administrative Officer (A)