

कार्यालय प्रधान निदेशक लेखापरीक्षा
उद्योग एवं कारपोरेट कार्य
ए.जी.सी.आर. भवन, इन्द्रप्रस्थ एस्टेट, नई दिल्ली-110002

संख्या:- /प्रशासन/VI/प्रतिनियुक्ति /अरापत्रिक /306/2023-2024/ 2784

दिनांक 10 FEB 2023

परिपत्र / CIRCULAR

विषय:- प्रतिनियुक्ति के आधार पर भरे जाने वाले पद के सम्बंध में।

विचाराधीन पत्र क्रमांक	कार्यालय का नाम	पद का नाम (पदों की संख्या)	आवश्यक अर्हता/ योग्यता
No RTI(P)/Admn. /Deptn./F-290/2022-23/635 dated 29/01/2023	RTI, Allahabad	Core Faculty/ EDP	<p>Holding analogous post of Sr. Audit /Accounts Officer in parent cadre. Knowledge of basic networking, hardware, software, Operating System- Window, Linux etc. Proficiency in MS - Office (Word, Excel, Power point, Access). Familiarity with Database with working experience in one of the database like Oracle, SQL Server, MySQL, Sybase etc. Proficiency in data analysis software such as IDEA, ACL & understanding of Tableau, IT Audit, Knime, GeM etc.).Experience as faculty in RTI / RTC would be given preference. The officer would be required to handle other areas besides faculty hence experience in administration, establishment would be an added advantage. last dated last dated 18.02.2023</p>
RTI/Admn/Dept/Unit-II/2022-23/246 dated 07/11/2022	RTI, Chennai	Asst. Accounts Officer/A sst. Audit Officer (Office Management)	<p>1. Overall in charge of Hostel and Canteen 2. Maintenance of Office and Hostel building, garden, Lecture Hall, Conference Hall, IS (Labs) 3. All Purchase related files except purchase of fixed assets. (including day to day cleaning materials of RTI premises, stationery / consumables) 4 Supervision of maintenance of registers relating to the above mentioned purchases and closing of the same . 5. Supervision of work pertaining to Sr. Auditor (Unit - 1) and Sr. Accountant (unit - III), Stock related work of DEO , Outsourced activities . Supervision of All work Physical verification of Library books. 6. Work connected with DDO powers (Pay bill, TA Bill, LTC, Medical Bill etc.) Income Tax including issue of Form 16 7. Arrangement for conducting RAC meeting and other Special events. 8. Maintenance and submission of Calendar of Returns 8. Supervision of arrangement of transport facilities for VIP guests and field visits of participants 10. Supervising the catering service- liaison work with the canteen management 11. Liaison work with the CPWD. 12. Allotment of rooms 13. Any other work assigned by FMS / SAO (Admn)/Principal Director last dated 12.02.2023</p>

कृपया आवेदन पत्र का प्रफोर्मा प्रशासन-I अनुभाग से प्राप्त करें ।

भवदीया,

अरि० रेड्डी

व.ले.प.अ. (प्रशासन)

प्रतिलिप:-

सूचनाथ एव आव यक कार्यवाही हेतु निम्नलिखित को प्रेषित की जाती है।

1. व.ले.प.अ. (प्रशासन-1) म.नि.ले. (प. एव वै.वि.) नई दिल्ली।
2. व.ले.प.अ. (Coordination) कॉडिनेशन सैल वैव साईड में अपलोड करने हेतु
3. इस कार्यालय के सभी अनुभाग (I,II,III,IV, Estt. Report,App.& F/AC,IAS, Hindi)
4. सभी नोटिस बोर्ड.

अरि० रेड्डी

व.ले.प.अ. (प्रशासन-1)