



भारतीय लेखा तथा लेखा परीक्षा बिभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रिय प्रशिक्षण संस्थान, कोलकाता
REGIONAL TRAINING INSTITUTE, KOLKATA

No. RTI/Kolkata/Deputation/2020-21/ 367

Date: 05.10.2020

To

All Offices in IA&AD

(CAG-ALL-OFFICES@lsmgr.nic.in),(CAG-IAAD@LSMGR.NIC.IN)

Sub: Deputation Assignment at Regional Training Institute (RTI), Kolkata for filling up of vacancy in the cadre of Senior Audit Officer/ Audit Officer (Faculty).

Sir/Madam,

One post of Senior Audit Officer in the pay level 10/11 will be going to vacant at Regional Training Institute (RTI), Kolkata w.e.f 01.01.2021. The post would be filled up on deputation basis. The Senior Audit Officer with adequate experience and working knowledge in Rural Local Bodies Audit & Compliance Audit and capable of delivering lectures on the subjects such as "Compliance Audit, Financial Attest Audit, Performance Audit etc. will be given preference in selection.

Application of willing Senior Audit Officer may be forwarded to this office on or before 4th November 2020 along with their Bio-Data (Format enclosed), copies of APAR for the last five years and vigilance clearance certificate.

The term of deputation will be initially for a period of three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RTI, Kolkata, the selected officer will draw his/her basic pay plus allowances as admissible under extant rules

A reference is invited to Headquarters circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 wherein the detailed instructions to field offices on augmentation of staff in RTIs/RTCs were issued. The important instructions in the said circular are re-iterated below:

- 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;

- 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;
- On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
- 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.

This issues with the approval of the Director General.

Encl: As above

Yours faithfully,



Sr. Audit Officer/Administration

BIO-DATA

Name in full	
Permanent address	
Present address	
Date of Birth	
Educational qualification	
Date of appointment	
Parent office	
Post held at present	
Office in which working at present	
Present place of posting	
Whether belongs to SC/ST	
Knowledge of Computer	
Details of working experience	
Any other relevant details	

Job Profile

1. Imparting lectures as a Core Faculty Member on 'Rural Local Body Audit, Compliance Audit, Financial Attest Audit, Performance Audit etc.
2. Preparation of Structured Training Modules(STM) on "Rural Local Body Audit" and "Compliance Audit"
3. Preparation of Case Studies on "Rural Local Body Audit" and "Compliance Audit"
4. Updation of the existing STM on "Rural Local Body Audit" and "Compliance Audit"
5. All arrangements and documentation pertaining to Regional Advisory Committee Meeting(RAC).
6. Supervision of all activities including organising Workshop/Seminar, STM, Case Studies and Research related work pertaining to Knowledge Centre (Rural Local Bodies Audit & Compliance Audit).
7. Finalisation of Annual Plan of RTI Kolkata
8. Management of Office Library
9. Supervision of compilation of Training Need Analysis (TNA), Calendar of Training Programme (COTP), and Performance Monitoring framework System (PMFS) and get it approved by the Competent Authority and forward the same to Headquarters office and sister offices.
10. Any other works assigned by the Competent Authority