



भारतीय लेखा तथा लेखापरीक्षा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, चेन्नई

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, CHENNAI

RTI/Admn./Dept/Unit-I/2021-22/

Dt. 18.05.2021

To

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

Sub: Filling up of vacancy in the cadre of SAO in RTI, Chennai on deputation basis-reg.

Sir/Madam,

One vacancy is likely to arise in the cadre of SAO in the Regional Training Institute (RTI), Chennai shortly. The vacancy would be filled up on deputation basis. The names of SAOs who are willing to be considered for deputation to RTI, Chennai and fulfilling the criteria may only be forwarded along with their bio-data, experience and grading of APAR for the last five years i.e., from 2015-16 to 2019-20 on or before 07.06.2021. The criteria to be fulfilled by the officers applying for the deputation to the above mentioned post is enclosed. The terms of deputation will be initially for a period of three years.

This issues with the approval of Director General.

Yours faithfully,

Senior Audit Officer (Admn.)

Criteria to be fulfilled by the officers applying for deputation to this office are :

Essential qualifications:

- 1) Should be in the cadre of SAO
- 2) The applicant should not have crossed the age of 56 years on the closing date of receipt of applications.
- 3) Experience in all the sections of Administration, Claims and Office Management in the supervisory capacity.
- 4) Knowledge of working in iBEMS, PFMS, GeM and GST portal.

Desirable qualifications:

- 1) Working experience as Drawing and Disbursing Officer.
- 2) Working experience in Regional Training Institute.

Application Form/Bio-Data

Name of the Post: SAO/AO

Name of the RTI: Regional Training Institute, Chennai

1	Name	
2	Date of Birth	
3	Date of entry into IA &AD with name of post	
4	Educational Qualification	
5	Languages known	
6	Month/Year of Passing SAS/SOG Examination	
7	Month/Year of passing SO/AAO Revenue Audit Examination/CPD I/CPD II	
8	Date of Promotion as	
	Section Officer	
	Assistant Audit Officer	
	Audit Officer	
	Senior Audit Officer	
9	Date of Superannuation	
10	Professional Qualification (other than Sl. No. 6 &7)	
11	Details of Work experience	
12	Present post and date from which it is held	

Signature of applicant