



भारतीय लेखा तथा लेखापरीक्षा विभाग  
क्षेत्रीय प्रशिक्षण संस्थान, चेन्नई  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
REGIONAL TRAINING INSTITUTE, CHENNAI

No. RTI/Chennai/Admn./2020-21/325

Dated 26.03.2021

To,

All Heads of Department

(As per mailing list)

Sub: Filling up of post of Faculty Member in RTI, Chennai on deputation basis.

Sir/Madam,

Applications are invited from eligible candidates for filling up of ONE post of Faculty Member (General) on deputation basis on usual terms and conditions.

2. The term of deputation will be initially for a period of three years extendable on yearly basis subject to administrative convenience and consent of lending Office/HQrs.

3. Age of the willing Officer should not exceed 56 years as on the date of issue of this Notification.

4. Selected candidate is eligible for Training Allowance at the admissible rates.

It is requested that names of willing Senior Audit Officers/Senior Accounts Officers in Pay Level 10 of Matrix and above and who fulfil the eligibility criteria may be forwarded along with their bio-data in the format prescribed, certificate of no charges / vigilance case pending / court case pending and gradings of the individual in APAR for last five years (i.e.,) from 2015-16 to 2019-20 on or before 15.04.2021.

Attention to Headquarters circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 is invited which inter-alia stipulates that field offices should display/circulate deputation notifications issued by RTIs/RTCs among staff and forward all such applications received to RTIs/RTCs.

A copy of the duties attached to the post is enclosed herewith.

This issues with the approval of Director General.

Yours faithfully,

Encl: As above.

  
Sr. Audit Officer / Admn.



## DUTIES OF FACULTY MEMBER (GENERAL)

1. Preparing the course schedule and coordinating and conducting courses including All India Workshop, Railway Audit related courses and other special courses suggested by Headquarters Office.
2. Selection of guest faculty, preparation of course materials/handouts, developing structured training modules (STMs)
3. Handling sessions, Assessment and Evaluation of effectiveness of training developing courseware.
4. Reading material on various Courses / Topic
5. Newsletter "In search of Excellence"
6. Supervision of administration matters in respect of purchase and maintenance of stores, allotment of rooms, liaison with CPWD, annual maintenance contracts, library etc., in the absence of regular DDO.
7. Preparing the course schedule and coordinating and conducting all Accounts & Entitlement courses, civil audit courses, selection of guest faculty, preparation of course materials/handouts
8. Handling sessions, assessment and evaluation of effectiveness of training, developing course ware making arrangements for conducting HQrs courses on "Implementation of Financial Attest Audit guidelines", correspondence with Headquarters office.
9. Preparation of draft Annual Calendar of Training Programme for General course and related work including preparation of Agenda and Minutes of 'RAC'
10. Any other work assigned by Director General/Principal Director.
11. Preference will be given to persons who can handle session in IT related Trainings.

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