

I/39495/2021



सत्यमेव जयते

क्षेत्रीयप्रशिक्षणसंस्थानभारतीयलेखातथालेखापरीक्षाविभागपूर्वोत्तरक्षेत्रः

लछतलेतकम्प्लेक्स, शिलांग- 793003

REGIONAL TRAINING INSTITUTE (IA & AD) NE REGION:

LACHATELETTE COMPLEX: SHILLONG-793003

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No. RTI/SHG/Dept/1-1/2020-21/Vol.X/ 769

22 FEB 2021

To

All Heads of Departments of IA&AD,
(As per mailing list).

Sub: Filling up of vacant posts on deputation basis at RTI, Shillong.

Sir/Madam,

The Regional Training Institute, Shillong invites applications from eligible candidates to fill up the following vacant posts by transfer on deputation basis:

Sl. No	Posts	No. of Post	Particulars/requirements
1.	Sr. Accountant/Sr. Auditor	01	Minimum two years' experience in an analogous post on regular basis.
2.	Accountant/Auditor	02	-do-
3.	Private Secretary	01	1. Holding analogous post on regular basis OR 2. Holding the post of Stenographer Grade-I in Level 6 or equivalent for 5 years or more.
4.	Clerk/Typist	01	Minimum two years' experience in an analogous post on regular basis.

2. Applications of Sr. Accountant/Sr. Auditor, Accountant/Auditor, Private Secretary, Clerk/Typist who are willing to be considered for deputation to RTI, Shillong for the above mentioned posts may be forwarded to this office **on or before 19.03.2021** along with their Bio Data (Annexure enclosed), certified copies of APAR for the last five years, duly

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attested on each page and Vigilance Clearance Certificate. It may be certified that no disciplinary/ court/ vigilance case is either pending or contemplated against the applicant.

3. The term of deputation will be initially for a period of three years which may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RTI, Shillong, the selected official will draw his/her basic pay plus admissible deputation allowance.

4. Maximum age for appointment by deputation shall not exceed 56 years as on date of application. The applications of the officials working in the office on deputation basis on normal terms and conditions shall be forwarded through their respective Parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the Institution.

5. 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 reiterated 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 selection process, the field offices shall obligatorily relieve the selected official(s) for administrative assignments at RTIs/RTCs at the earliest.
- d. The initial deputation period to RTIs/RTCs will be for 3 years and extendable on yearly basis thereafter. The RTI/RTC however, reserve the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

This issues with the approval of Director General.

Encl: Bio-data.

Yours faithfully,


Sr. Accounts Officer (Admn.)

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ANNEXURE**APPLICATION FOR THE POST OF SR. ACCT. / SR. ADR/ P.S/ ACCT/ ADR/ CT**

1.	Name in full (Shri./Smt./Ms.)	
2.	Present Post held	
3.	Name of the office in which presently posted:	
4.	Date of appointment to Present Post:	
5.	Permanent Address	
6.	Present Address	
7.	Date of Birth	
8.	Qualifications: (i) Educational (ii) Professional	
9.	Details of working experience in different branches of Audit/Accounts offices:	
10.	Whether belonging to SC/ST	
11.	Date of entry into IA&AD with name of post	
12.	Proficiency in computer, details may be given	
13.	Present Pay and Pay Level	
14.	Mobile Number and official email ID	
15.	Any other relevant details	

Above information/details provided by me are correct and true to the best of my knowledge and belief and no material fact has been suppressed/withheld.

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Date:

Place:

(Signature of Applicant)