



क्षेत्रीय प्रशिक्षण संस्थान
भारतीय लेखापरीक्षा और लेखा विभाग
20, सरोजनीनायडुमार्ग, प्रयागराज-211001
REGIONAL TRAINING INSTITUTE
Indian Audit & Accounts Department
20, Sarojini Naidu Marg, Prayagraj – 211001
Phone : 2421364, 2421063, 2624467 Fax : 0532-2423485

No. RTI (A)/Admn./Deptn./2020-21/

Date: 26.03.2021

To

All heads of offices in IA&AD
(As per mailing list)

Sub: Regarding requirement of officials on deputation basis at RTI, Prayagraj.

Sir/Madam,

I am directed to state that the following post is likely to be vacant in Regional Training Institute, Prayagraj, which is to be filled-in on deputation basis on usual terms and conditions as prescribed by DoPT, GoI and as amended from time to time. The admissibility and the eligibility criteria for the post are given below:-

Sl. No.	Post vacant	No. of post	Allowance admissible	Eligibility	Preference
1.	DEO	01	Deputation allowance	DEO Gr. A or DEO Gr.B having good knowledge of computer and Proficiency in English & Hindi typing	Desirable to perform the clerical work such as Purchase of stationery items, Maintenance of stock/store of stationery items and issue thereof, Maintenance of Service Books of all officers and staffs, Deputation/recruitment related works etc. and caretaking work of RTI.

2. Following documents needs to be attached along with the application duly filled-in by the willing officials:-

- Bio-data of Candidate (in enclosed format)
- Certificate to the effect that particulars given by the applicant is correct, to be certified by cadre office.
- Vigilance/Disciplinary clearance certificate: It may be certified that no Disciplinary/Vigilance/Court Case is either pending or being contemplated against the applicant.
- Integrity certificate
- Certified copies of APARs for the last 05 years.

3. Maximum age limit for appointment on deputation shall not exceed 56 years as on closing date of application.

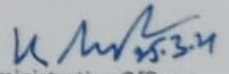
4. As per HQs letter no.269/Trg.Div./42-A/2019 dated 18.09.19, all the field offices shall strictly adhere to the following instructions:-

- Field offices shall display the deputation notifications issued by RTIs/RTCs on the notice boards and circulate among the staff giving responsible time to the candidates for responding to the notification;
- Field offices shall forward all the applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any applications;
- 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 three year 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.

Hence, it is requested to kindly forward the applications through proper channel of willing officials who fulfill the above criteria, in the enclosed proforma along with your recommendations latest by 22.04.2021.

This issues with the approval of Principal Director.

Yours faithfully,


Sr. Administrative Officer

Encl.: As above