



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

RTI/Admn./Dept/Unit-I/2021-22/128

Dt. 04.08.2021

To

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

Sub: Filling up of the post of SAO/Faculty Member (IS) in RTI, Chennai on deputation basis.

Sir/Madam,

Applications are invited from eligible candidates for filling up of ONE post of Faculty Member (IS) 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. The office should have knowledge and experience in handling classes on MS Office, Oracle, IDEA, SQL, IT Audit etc., preferably CIA, CISA qualified.

5. 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 2016-17 to 2020-21 on or before 31.08.2021.

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.

PROFORMA

NAME IN FULL (CAPITAL LETTERS)	
DATE OF BIRTH	
QUALIFICATION 1. EDUCATIONAL 2. PROFESSIONAL	
DATE OF ENTRY INTO GOVT SERVICE	
DATE OF ENTRY INTO IAAD	
DATE OF PASSING OF EXAMS 1. SOG 2. RA 3. CPD I 4. CPD II 5. CPD III 6. OTHER EXAMINATIONS	
DATE OF PROMOTIONS 1. SO 2. AAO 3. AO 4. SAO	
BASIC PAY AS ON 01.01.2021 WITH PRESENT PAY LEVEL/MATRIX	
OFFICE TO WHICH BELONGS	
EXPERIENCE IN THE RELEVANT FIELD	
CONTACT DETAIL MOBILE CAG MAIL ID PRESENT ADDRESS PERMANENT ADDRESS	
ANY OTHER RELEVANT INFORMATION	

DUTIES OF FACULTY MEMBER (IS)

1. Designing the course module, coordinating and conducting all Basic EDP courses.
2. Preparation of course materials / handouts / AV aids.
3. Handling sessions (including online)
4. Consolidation and submission of assessment and evaluation of effectiveness of training.
5. Developing and standardising courseware.
6. Supervision of LAB-1
7. Co-Ordination of ISO Quality Management work.
8. Any other work assigned by Director General from time to time.

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