

Filling up the post of Personal Secretary in RTI Ranchi on the deputation basis-reg.

Applications invited from:

All Eligible and Interested candidates

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section: 28.07.2022



भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, राँची
Indian Audit and Accounts Department
Regional Training Institute, Ranchi - 834002

No.RTI-RAN/Admn. – 24/Deptn/Non Faculty/2022-23/275

Date –18.07.2022

To

All Offices as per Mailing List of IA&AD.

Subject: - Deputation assignment for filling up of 1 post of Personal Secretary to the Principal Director.

Sir/Madam,

Application are invited from eligible and willing officials for filling up the following post on deputation basis:

SI No	Post	Eligibility
1	1 post of Personal Secretary to Principal Director	1. Holding analogous post 2. Should have at least five years' experience of secretarial work 3. Should possess reasonable IT skill i.e. use of MS Office and web browsing. 4. Should possess good communication skill 5. Age of applicants should not be more than 56 years

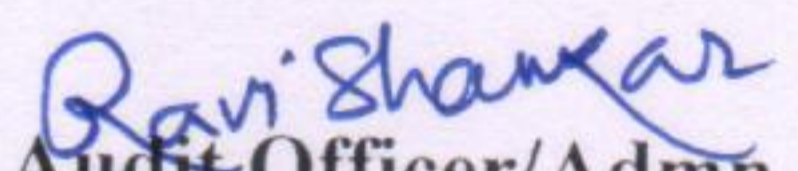
Terms & Conditions:

1. The term of deputation will be initially for three years and extendable thereafter on yearly basis subject to the continued suitability of the official and administrative convenience of this office.
2. While working at RTI, the official will be entitled to deputation allowance as admissible. However, officials drawing MACP/NFU pay are not eligible for Deputation Allowance.
3. Other existing terms and conditions in respect of deputation will be applicable.
4. Applications from willing and eligible officials along with following documents may be forwarded to this office latest by 17.08.2022 for consideration.
 - aa) Bio data (format enclosed).
 - ab) Certified copy of last five years APAR
 - ac) Vigilance Clearance Certificate
 - ad) Certificate to the effect that the particulars given by the applicants are correct.

5. A reference may be invited to Headquarters circular No 269/Trg Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to the field offices on augmentation of staff (Administration and Faculty) have been issued for strict compliance. The instructions in said circular are reproduced below:

- (i) Field offices shall display the deputation notification issued by RTI on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification
- (ii) Field offices shall forward all applications received from their offices/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application.
- (iii) On completion of selection process, the field offices shall obligatorily relieve the selected officers(s) for teaching/administrative assignment at RTIs/RTCs at the earliest.
- (iv) The initial deputation period to RTI/RTC however, reserves the right to repatriate a deputation at time, if his/her performance is found unsatisfactory.

Yours faithfully


Sr. Audit Officer/Admn

Copy to:

1. ALL IA&AD offices (by e-mail).
2. AAO (CF/IT) for hosting on the website.
3. SAO (Admn) information and record.
4. RTI Ranchi Notice Board.


Sr. Audit Officer/Admn

Bio Data (Annexure)

1.	Name	
2.	Post Held	
3.	Date of Birth	
4.	Qualifications i) Educational ii) Professional	
5.	Office to which the applicant belongs i) Parent Office ii) Present Office	
6.	Date of Entry into IA&AD	
7.	Date of promotion to the present post	
8.	Details of knowledge & experience in the field of IT.	
9.	Any achievement in the field of IT	
10.	Present Pay and Pay Level	
11.	Mobile No and official Mail ID	
12.	Permanent Address	
13.	Present Address	
14.	Any other relevant details	

Date:

Place:

Signature of applicant

It is certified that the above particulars furnished are correct as per our office records.

Signature of Head of the Office (With Stamp)