

Filling up of vacancies of AAO(Admn. Non faculty) and Sr. Adr./Adr. at Regional Training Centre, Bengaluru on deputation basis.

Applications invited from:

All eligible and interesting candidates

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section: 14.06.2023

Admn./188C/Depu./2020-21/-Part(4)

896121/2023/ADMIN-I (AG-(AUDIT)-PUNJAB)

No. RTCB/ Admn/Deputation/2023-24/ 39

Dated: 25.05.2023

To,

All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

Subject: Deputation Assignment at Regional Training Centre, Bengaluru for filling up of One post of AAO (Admn-Non Faculty) and One post of Sr. Auditor/Auditor.

Sir/Madam,


1. RTC Bengaluru caters to the capacity building requirements of nine offices of Indian Audit & Accounts Department located in Bengaluru and Hubli.
2. Applications are invited for one post of Sr. Auditor/Auditor which is currently vacant and one post of AAO (Admn - Non Faculty) is likely to be vacant by August 2023 at RTC Bengaluru:

Sl. No.	Post	Job description	Eligibility	No. of vacancies
01.	AAO (Admn-Non Faculty)	Administration and establishment in RTC, Bengaluru including <ul style="list-style-type: none"> • Personnel management, including supervision of outsourced personnel • Procurement/tendering as per due procedure, sourcing through GeM. • Supporting training programmes. • Handling stock and library. • Any other work assigned by senior officers. 	<ol style="list-style-type: none"> 1. Holding of analogous post of AAO 2. SAS passed officials, awaiting promotion, are also eligible to apply. 3. Handling of Administrative Activities. 4. Good Communication Skills 5. Should possess reasonable IT skills i.e. use of MS Office, MS Excel, web browsing and E-Office. 6. Knowledge of procurement through GeM portal. 	One
02.	Sr. Auditor/Auditor	<ul style="list-style-type: none"> • Assisting SAO /AAO in making logistic arrangements for RAC Meetings, Departmental meetings, Regular Trainings and Conferences. • Maintenance of Registers and periodical closings of all Registers. • Any other work assigned by the Senior Officers. 	<ol style="list-style-type: none"> 1. Holding the post of Asst. Supervisor/ Sr. Auditors/ Sr. Accountants /Auditors/ Accountants. 2. Should possess reasonable IT skills i.e. use of MS Office, MS Excel, web browsing and E-Office. 3. Knowledge of file management, noting, drafting, etc. 	One

3. Applications of officials who are willing to be considered for deputation in RTC, Bengaluru for the above mentioned posts may forward the application to RTC Bengaluru through proper channel on or before **16.06.2023** along with their biodata in the format prescribed in *Annexure I*, certified copies of APAR for the last five years duly attested on each page by the competent authority. A certificate to state that no disciplinary/court/vigilance case is either pending or contemplated against the applicant should also be forwarded along with the application.
4. The successful candidates would be decided by the selection committee and would be approved by the competent authority. Necessary practical test/personal interview may also be conducted as per the order of the competent authority.
5. The term of deputation for the posts will be initially for a period of three years and extendable on yearly basis thereafter. RTC, however, reserves the right to repatriate a deputationist at any time even before three years.
6. Deputed officers/officials will be entitled for deputation allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.
7. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of application for the post.
8. Wide publicity may be given to this circular and attention to Headquarters Circular no: 269/Trg/Div/42-A/2019 dated 18-09-2019 is invited which inter-alia stipulates that the field offices should display/circulate deputation notifications issued by RTIs/RTCs among staff and forward such applications received to RTIs/RTCs.
9. In General, all the extant rules applicable for deputation to any post in IA&AD are to be taken to have been included in this notification.

This issues with the approval of Principal Director, RTC, Bengaluru

Yours faithfully,


25/05/2023

Sr. Administrative Officer/RTC, Bengaluru

Annexure I

Bio-data Format Deputation post for which application submitted:

1	Full Name	
2	Office where currently posted	
3	Designation	
4	Parent Office	
5	Date of entry into Government service	
6	Date of entry into IAAD	
7	Date of promotion to current designation	
8	Date of Birth	
9	Educational Qualification	
10	Professional Qualification(CISA/CISSP/CIA/CISM etc)	
11	Proficiency in Computers	
12	Additional Expertise/Qualification, if any	
13	Experience in training	
14	Experience in organising events/workshops etc	
15	e-mail id	
16	Mobile number	

17 Details of Employment, in chronological order (including deputation posts)

Office/institution	Post held on regular basis	From	To	Basic pay in the PB/Pay Matrix, Grade pay	Nature of Duties highlighting the experience linked to the post applied for

I have carefully gone through the Vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature:

Date: