

No. RTC/Bengaluru/ 243

Dated 17 March 2020

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 vacant post of one Senior Administrative Officer (Admin) and three posts of Senior Administrative Officers (Core Faculty-IT & Knowledge Centre)

Sir/Madam,

1. RTC Bengaluru caters to the capacity building requirements of 9 offices of IAAD located in Bengaluru and Hubli. It is also designated as Knowledge Centre for IS Audits. As a part of Knowledge Centre activities, RTC Bengaluru is required to help its user offices in IS audits and audits done in IT environment, conduct Regional/All India workshops in IS Audits and related areas and prepare Structured Training Modules in IS Audits.
2. Applications are invited for the following posts that are currently vacant in RTC Bengaluru:

Post	Job description	No. of vacancies
Sr. Administrative Officer (Admn)	<ul style="list-style-type: none">• Administrative activities of RTC• Facility management, Facilitate conduct of seminars/workshops/meetings at RTC• Management of Procurement and Inventory including IT inventory	1
Sr Administrative Officer (Core Faculty-IT & Knowledge Centre)	<ul style="list-style-type: none">• Take classes in IT and IS Audit courses• Prepare course materials and case studies for IT and IS Audit courses• Prepare Structured Training Modules(STMs) for IS audits and related topics• Organise faculties/speakers for high-end training programmes/ workshops / seminars related to Knowledge Centre topics• Install necessary software for training programmes• Aid in purchase of Hardware and Software for RTC• Management of SAI Training application	3

3. The essential and desired qualifications and experience required for these posts are listed in ***Annexure I***.
4. Applications of officers who are willing to be considered for deputation in RTC Bengaluru for the above mentioned posts may be forwarded to RTC Bengaluru on or before ***27th March 2020*** along with their bio-data in the format prescribed in ***Annexure II***, certified copies of APAR for the last five years duly 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.
5. The term of deputation 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, if his/her performance is found unsatisfactory.
6. The selected officer will be entitled to Training allowance at 12% of Basic pay for Core faculty posts and Deputation allowance of 5% for Administrative posts.
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 the instructions contained in Headquarters' Circular No:269/Trg/Div/42-A/2019 dated 18-09-2019 may please be adhered to.

This issues with the approval of Pr. Accountant General (GSSA), Karnataka, Bengaluru

Yours faithfully,

Sd/-

Sr Administrative Officer/RTC ,Bengaluru

Annexure I

Post	Essential qualification/experience	Desirable qualification/experience
Sr Administrative Officer(Admin)	<ul style="list-style-type: none"> • Handle administrative activities at RTC 	<ul style="list-style-type: none"> • Experience in Administration • Ability to handle lectures is desirable
Sr Administrative Officer(Core Faculty-IT & KC)	<ul style="list-style-type: none"> • In-depth knowledge in at least one Database management system, IDEA, MS-Office • Basic knowledge in Networking, Data Analytics • Good communication skills • Aptitude to deliver lectures and practical classes in IT 	<ul style="list-style-type: none"> • Possess certification in CISA/CISSP • Should have been involved in IS audits/Audits performed in DBMS • Experience in handling lectures in training institutes of IAAD • Good writing skills to draft STMS, training materials and case studies • Experience in Managing software applications • Programming skills

Annexure II-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	Experience in training	
13	Experience in organising events/workshops etc	
14	e-mail id	
15	Mobile number	

16 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 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: