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

No. RTI/Admn./Deptn./Unit-II/2022-23/249

Dt.15.11.2022

To

All the Head of the Department in IA&AD

(As per mailing list)

Sub: Hiring of retired Officers as Faculty Member on short term contract basis-reg.

Sir/Madam,

Applications are invited from Retired Senior Audit Officer /Senior Accounts Officer (SAO) to be posted as Faculty Member (IS) to work on short term contract basis; in the Regional Training Institute, Chennai.

Essential Qualification: Retired SAO

Desirable Qualification:

Should have knowledge and experience in handling classes on MS Office, Oracle, SQL, IDEA and IT Audit, Data Analytics etc.

Preferably CISA, CIA Qualified and conversant with using SAI Training portal.

Experience in IT audit

Duties of Faculty Member (IS)

1. The work relating to IS Courses
2. Preparation of Annual Calendar of Training Programme for IS Courses.
3. Preparing the course schedule, coordinating and conducting all advances IS Courses
4. Selection of guest faculty.
5. Preparation of course materials/handouts/AV aids, handling sessions.
6. Assessment and evaluation of the effectiveness of training.
7. Developing and standardizing course ware
8. Liaison with outside Institutes for faculty support.
9. Overall supervision of working of Labs I and II.
10. All other issues connected with EDP training.

Any other work assigned by Director General/Principal Director from time to time.

Shri. P. R. ... 18/11/22

Sr. AO/Exam Admn.

Sr. DAG (A) 18/11

O/O A. ...
 D.A.G. (Admin) Cell
 Sr. A.O./Admin
 Sr. A.O./P.C.
 Sr. A.O./G.E.
 Sr. A.O./O&M
 P.A.O.
 W.O. & 18/11/22
 Dy. No. 62680
 Prep by DAG (A)