

Filling up the post of Personal Secretary and Sr. Auditor/Auditor in RTI Bengaluru 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: 25.05.2022

Filling up the post of SAO(EDP), SAO(General), AAO(Knowledge Centre) 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: 25.05.2022

To

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

Subject: Deputation Assignment at Regional Training Centre, Bengaluru for filling up of One post of Personal Secretary and One post of 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 the following posts that are currently vacant in RTC Bengaluru:

Sl.No.	Post	Job description	No. of vacancies
1.	Personal Secretary	<ul style="list-style-type: none"> • Discharging the duties of Personal Secretary/Secretarial work in AG/PAG/DG/PD • Drafting letters etc • Attending telephone calls • Any other work assigned by Principal Director 	One
2.	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 SAO/AAO and Principal Director 	One

3. The applicant should be holding the post Private Secretary/Personal Assistant/Asstt. Supervisor/ Sr. Auditors/ Sr. Accountants/Auditors/Accountants for post at S.No.1 and Asstt. Supervisor/ Sr. Auditors/ Sr. Accountants/Auditors/Accountants for post at S.No.2.
4. The essential and desired qualifications and experience required for these posts are listed in **Annexure I**.
3. Applications of officers 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 **31st May, 2022** 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 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,



Sr Administrative Officer/RTC ,Bengaluru

Annexure I

Post	Essential qualification/experience	Desirable qualification/experience
Personal Secretary	<ul style="list-style-type: none"> • Should have at least three years of experience of secretarial work • Should posses good communication skill • Should possess reasonable IT skills i.e use of MS Office, MS Excel and web browsing 	<ul style="list-style-type: none"> • Knowledge of file management, noting & drafting etc.
Auditor	<ul style="list-style-type: none"> • Should posses reasonable IT skills i.e use of MS Office, MS Excel and web browsing and E-Office 	<ul style="list-style-type: none"> • Knowledge of file management, noting & drafting etc.

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 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:

भारतीय लेखा परीक्षा और लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता

संख्या RTI/Kol/Deputation/2020-21/141
दिनांक 06/05/2022

सेवा में,

All offices as per mailing list
(CAG-ALL-OFFICES@LSMGR.NIC.IN)

महोदय/महोदया,

इस कार्यालय का पत्र संख्या RTI/Kol/Deputation/2020-21/141

दिनांक 06/05/2022 आवश्यक कार्यवाही हेतु संलग्न है।

अनुलग्नक: यथोपरि

भवदीय

रंजन कुमार

सिनिअर लेखा परीक्षा अधिकारी (प्रशिक्षक प्रशासन)
Senior Audit Officer (Faculty / Admn.)
क्षेत्रीय प्रशिक्षण संस्थान कोलकाता
Regional Training Institute Kolkata

तीसरा, एम.एस.ओ. बिल्डिंग, सी.जी.ओ. कम्प्लेक्स, पाँचवाँ तल, ए-विंग, डी.एफ. ब्लॉक, साल्ट लेक, सेक्टर-1, कोलकाता-700064

दूरभाष : 033- 2321 3907/ 6708 फेक्स : 033-2321 6709 ई-मेल : rtiKolkata@cag.gov.in



भारतीय लेखा परीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता
REGIONAL TRAINING INSTITUTE, KOLKATA



लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

No. RTI/Kol/Deputation/2020-21/ 141

Dated: 06.05.2022

To
All Offices as per mailing list
(CAG-ALL-OFFICES@LSMGR.NIC.IN)

Sub: Preparation of panel for deputation Assignment at Regional Training Institute (RTI), Kolkata for filling up of vacancy in the cadre of Senior Audit Officer (Core Faculty/ EDP), Senior Audit Officer (Core Faculty/ General) and Assistant Audit Officer (Core Faculty/ Knowledge Centre).

Madam/ Sir,

- 1. One post of Senior Audit Officer (Core Faculty/ EDP)** in the pay level 10/11 is likely to be vacant at Regional Training Institute (RTI), Kolkata. The post would be filled up on deputation basis. The names of Senior Audit Officer/ Senior Accounts Officer with experience/ knowledge in
 - In-depth knowledge and experience in operating Computer applications (IDEA, Oracle, PL/SQL Programming, website applications etc.) and aptitude to deliver lectures.
 - Knowledge in working with Data analytics software is desirable
 - Ability to development and maintenance of IS systems.
- 2. One post of Senior Audit Officer (Core Faculty/ General)** in the pay level 10/11 is likely to be vacant at Regional Training Institute (RTI), Kolkata. The post would be filled up on deputation basis. The names of Senior Audit Officer/ Senior Accounts Officer with experience/ knowledge in Auditing experience in Performance Audit, Financial Audit would be preferred.
- 3. One post of Assistant Audit Officer (Core Faculty/ Knowledge Centre)** in the pay level 8/9 is likely to be vacant at Regional Training Institute (RTI), Kolkata. The post would be filled up on deputation basis. The names of Assistant Audit Officer/

Assistant Accounts Officer with experience/ knowledge in (i) Compliance Audit, (ii) Rural/ Local Bodies Audit, and (iii) Railway Audit would be preferred.

Application of Senior Audit Officer/ Senior Accounts Officer/ Assistant Audit Officer/ Assistant Accounts Officer who are willing to be considered for deputation to RTI, Kolkata may be forwarded to this office on or before 30.05.2022 along with their Bio-Data (Format enclosed), copies of APAR for the last three years and vigilance clearance certificate.

The term of deputation will be initially for a period of three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RTI, Kolkata, the selected official will draw his/her basic pay plus training allowance as applicable on his/her basic pay as admissible under extant rules.

A reference is invited to Headquarters circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 wherein the detailed instructions to field offices on augmentation of staff in RTIs/RTCs were issued. The important instructions in the said circular are re-iterated below:

- Field offices shall display the deputation notifications issued by RTIs/ RTCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
- Field offices shall forward all applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application;
- On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
- The initial deputation period to RTIs/RTCs will be for 3 years and extendable on yearly basis thereafter. The RTI/RTC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

This issues with the approval of the Principal Director.

Encl: As above

Yours faithfully,



Sr. Audit Officer/Administration

BIO-DATA

Name in full	
Permanent address	
Present address	
Date of Birth	
Educational qualification	
Date of appointment	
Parent office	
Post held at present	
Office in which working at present	
Present place of posting	
Whether belongs to SC/ST	
Knowledge of Computer	
Details of working experience	
Any other relevant details	