

**OFFICE OF THE PR.ACCOUNTANT GENERAL (A&E)
HIMACHAL PRADESH, SHIMLA 171003**

No.Admn./A/2022-23/475

Dated:-09/01/2023

CIRCULAR

Subject :- Filling up of post of AAO (e-HRMS) in RTI, Prayagraj, RTI, Chennai and RTI, Nagpur-regarding.

1. Regional Training Institute, **Prayagraj** has proposed to fill up the post of AAO- for the eHRMS Regular Temporary and Private Secretary on deputation basis in their office.

2. Regional Training Institute, **Chennai** has proposed to fill up the post of AAO (eHRMS) on deputation basis.

3. Regional Training Institute, **Nagpur** has proposed to fill up the post of AAO (eHRMS) on deputation basis.

The willing officers/officials who fulfill the terms & conditions (copies enclosed) can apply for the above post to Administration section **by or before 16.01.2023.**

Authority:- Dy. Accountant General (A) s' order in file No.
Admn./ G-15(i)/All RTI/ Deput./ 2022-23.

Encls: as above

Dinesh Kumar Sharma
Senior Accounts Officer

Ends:-Admn./G-15(iii)/RTI/Deput./2022-23/3944-45 Dated:-09/01/2023

Copy forwarded to the following for information and necessary action:-

1. Notice Board/Official website
- 2.'A' series file/Admn.

Dinesh Kumar Sharma
Senior Accounts Officer



क्षेत्रीय प्रशिक्षण संस्थान

भारतीय लेखा एवं लेखापरीक्षा विभाग

20, सरोजनी नायडू मार्ग, प्रयागराज -211001

REGIONAL TRAINING INSTITUTE

Indian Audit & Accounts Department

20, Sarojini Naidu Marg, Prayagraj – 211001

Phone : 2421364, 2421063, 2624467 Fax : 0532-2423485

No. RTI (P.)/Admn./F- 354 /Deptn./AAO/2022-23/ 573

Date: 22.12.2022

To

**All heads of offices in IA&AD
(As per mailing list)**

Sub: Filling up of 02 (Two) Regular Temporary post of AAO in RTI, Prayagraj on deputation basis for functional helpdesk in connection with the implementation of eHRMS.

Sir/Madam,

A reference is invited to Headquarter's office letter No.761/Staff-S&R/CC/26-2021 dated 11.11.2022 regarding the subject cited above. Applications are invited from willing AAO/SAO of IA&AD for filling up of 02 (Two) regular temporary post of AAO on deputation basis through proper channel for Functional Helpdesk of eHRMS on usual terms and conditions as prescribed by DoPT, GoI and as amended from time to time. The admissibility and the eligibility criteria for the post are given below:-

Sl. No.	Post	No. of post	Eligibility/Requirement
1.	AAO For eHRMS Regular Temporary	02 (Two)	<ul style="list-style-type: none">• Holding AAO/SAO post on regular basis in the parent cadre• Proficiency in working on IT applications and computer weightage will be given to the applicant having experience related to human Resources or Administration/Bills in the Department and to those with experience of work in computerization projects.• Candidates with qualifications in related IT subjects will also be preferred.• Working experience in RTIs/RTCs will be preferred.• The applicants with 56 years of age or above should not apply for the deputation post.

Terms of deputation & selection process

1. Deputation Allowance would be admissible as per instructions prevailing from time to time.
2. As per HQs letter no.269/Trg.Div./42-A/2019 dated 18.09.19 and No.. 398/Trg. Div./42-A/2019, dated 14.07.2020 all the field offices shall strictly adhere to the following instructions:-

- (i) Field offices shall display the deputation notifications issued by RTIs/RTCs on the notice boards and circulate among the staff giving responsible time to the candidates for responding to the notification.
 - (ii) Field offices shall forward all the applications received from their officers/staff against the posts advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any applications
 - (iii) 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.
 - (iv) The initial deputation period to RTIs/RTCs will be for three years subject to availability of the sanction of the post and extendable with mutual consent of all parties thereafter. The RTI/RTC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
3. Following documents needs to be attached along with the application duly filled-in by the willing officials:-
- (a) Bio-data of Candidate (in enclosed format)
 - (b) Certificate to the effect that particulars given by the applicant is correct, to be certified by cadre office.
 - (c) Vigilance/Disciplinary clearance certificate: It may be certified that no Disciplinary/Vigilance/Court Case is either pending or being contemplated against the applicant.
 - (d) Integrity certificate
 - (e) Certified copies of APARs for the last 05 years.
4. The required documents of the eligible candidates forwarded by the respective parent offices may be scanned and sent by email to avoid postal delay.

Hence, it is requested to kindly forward the applications through proper channel of willing officials who fulfill the above criteria, in the enclosed proforma along with your recommendations latest by **25.01.2023**.

This issues with the approval of Director General.

Yours faithfully,

Encl.: As above


Sr. Administrative Officer



क्षेत्रीय प्रशिक्षण संस्थान
भारतीय लेखा एवं लेखापरीक्षा विभाग
20, सरोजनी नायडू मार्ग, प्रयागराज -211001
REGIONAL TRAINING INSTITUTE
Indian Audit & Accounts Department
20, Sarojini Naidu Marg, Prayagraj - 211001
Phone : 2421364, 2421063, 2624467 Fax : 0532-2423485

पत्रांक: क्षे0प्र0सं0(प्र.) / प्रशा0 / फा-354 / स.प्र.अ. / 2022-23 / 573

दिनांक: 22.12.2022

सेवा में,

भारतीय लेखापरीक्षा और लेखा विभाग के सभी विभागाध्यक्ष
(मेलिंग सूची के अनुसार)

विषय: क्षेत्रीय प्रशिक्षण संस्थान, प्रयागराज में कार्यात्मक हेल्पडेस्क **e-HRMS** के कार्यान्वयन हेतु स्वीकृत AAO के नियमित अस्थायी 02 (दो) रिक्त पदों को प्रतिनियुक्ति के आधार पर भरे जाने के संबंध में।

महोदय/महोदया,

उपर्युक्त विषय के संबंध में मुख्यालय के पत्र सं. 761/Staff-S&R/CC/26-2021, दिनांक 11.11.2022 के संदर्भ में क्षेत्रीय प्रशिक्षण संस्थान, प्रयागराज में कार्यात्मक हेल्पडेस्क **e-HRMS** के कार्यान्वयन हेतु AAO के 02 (दो) पद प्रतिनियुक्ति के आधार पर भरने के लिए भारतीय लेखापरीक्षा एवं लेखा विभाग के इच्छुक AAO/SAO से उचित माध्यम के द्वारा आवेदन आमंत्रित किए जाते हैं जो DoPT, GoI के द्वारा प्रतिनियुक्ति हेतु निर्धारित सामान्य नियम एवं शर्तों और समय-समय पर संशोधित नियमों के अनुसार प्रभावी होगा। उक्त पद के लिए स्वीकार्यता और पात्रता मापदण्ड नीचे दिए गए हैं

क्र. सं.	पद	पदों की सं.	पात्रता/आवश्यकता
1.	AAO For e-HRMS Regular Temporary	02 (दो)	<ul style="list-style-type: none">● मूल कार्यालय में नियमित आधार पर AAO/SAO के पद पर कार्यरत हो।● आईटी एप्लीकेशन्स और कंप्यूटर पर काम करने में प्रवीणता। विभाग में Human Resource या प्रशासन/बिल्स से संबंधित अनुभव रखने वाले और कंप्यूटरीकरण प्रोजेक्ट्स में काम करने का अनुभव रखने वाले आवेदकों को प्राथमिकता दी जाएगी।● आईटी से संबंधित विषयों में योग्यता रखने वाले उम्मीदवारों को भी प्राथमिकता दी जाएगी।● आरटीआई/आरटीसी में काम करने के अनुभव को प्राथमिकता दी जाएगी।● प्रतिनियुक्ति पद के लिए आवेदकों की आयु 56 वर्ष या उससे अधिक नहीं होनी चाहिए।

प्रतिनियुक्ति और चयन प्रक्रिया की शर्तें

1. समय-समय पर प्रचलित निर्देशों के अनुसार प्रतिनियुक्ति भत्ता स्वीकार्य होगा।
2. मुख्यालय के परिपत्र सं. 269/Trg.-Div./42-A/2019 दिनांक 18.09.2019 तथा No. 398/Trg. Div./42-A/2019, दिनांक 14.07.2020 के अनुसार सभी क्षेत्रीय कार्यालयों को निम्नलिखित निर्देशों का पालन करना होगा।

- (i) क्षेत्रीय कार्यालय सूचना पट्टों पर आरटीआई/आरटीसी द्वारा जारी प्रतिनियुक्ति अधिसूचनाओं को प्रदर्शित करेंगे और अधिसूचना का जवाब देने के लिए उम्मीदवारों को उपर्युक्त समय देते हुए कर्मचारियों के मध्य परिचालित करेंगे।
- (ii) क्षेत्रीय कार्यालय अपने अधिकारियों/कर्मचारियों से प्राप्त सभी आवेदनों को आरटीआई/आरटीसी द्वारा विज्ञापित पदों के लिए संबंधित संस्थान/केन्द्र को बिना किसी आवेदन को रोके, अग्रेषित करेंगे।
- (iii) चयन प्रक्रिया पूरी होने पर क्षेत्रीय कार्यालय आरटीआई/आरटीसी में शिक्षण/प्रशासनिक कार्यों के लिए चयनित अधिकारी (अधिकारियों) को अनिवार्य रूप से जल्द से जल्द कार्यमुक्त करेंगे।
- (iv) आरटीआई/आरटीसी के लिए प्रारंभिक प्रतिनियुक्ति अवधि 03 वर्ष के लिए होगी वशर्ते पद की स्वीकृति प्राप्त हो और उसके बाद सभी पक्षों की सहमति से वार्षिक आधार पर बढ़ाई जा सकती है। फिर भी आरटीआई/आरटीसी प्रतिनियुक्त व्यक्ति के प्रदर्शन असंतोषजनक पाए जाने पर किसी भी समय प्रत्यावर्तित (रिपैट्रिएट) करने का अधिकार सुरक्षित रखता है।
3. इच्छुक अधिकारियों द्वारा विधिवत भरे हुए आवेदन के साथ निम्नलिखित दस्तावेजों को संलग्न करने की आवश्यकता है :-
- (क) आवेदक का जीवनवृत्तांत (बायोडाटा) (संलग्न प्रारूप में)।
- (ख) इस आशय का प्रमाण-पत्र कि आवेदक द्वारा दिया गया विवरण सही है, संवर्ग कार्यालय द्वारा प्रमाणित किया जाना है।
- (ग) सतर्कता समाशोधन प्रमाण पत्र-यह प्रमाणित किया जाए कि आवेदक के विरुद्ध कोई भी अनुशासनात्मक/न्यायालय/सतर्कता मामला न तो लंबित है और न ही विचाराधीन है।
- (घ) सत्यनिष्ठा प्रमाण पत्र।
- (ङ) विगत 05 वर्षों का ए.पी.ए.आर. की प्रमाणित प्रतियां।
4. संवर्ग कार्यालय द्वारा अग्रेषित योग्य उम्मीदवारों के आवश्यक दस्तावेजों को स्कैन कर ई-मेल के माध्यम से प्रेषित किया जा सकता है ताकि डाक विलंब से बचा जा सके।

अतः आपसे अनुरोध है कि कृपया उपरोक्त मानदंडों को पूरा करने वाले इच्छुक अधिकारियों के उचित माध्यम से आवेदनों को संलग्न प्रपत्र में अपनी अनुशंसाओं के साथ दिनांक 25.01.2023 तक अग्रेषित करें।

यह महानिदेशक महोदय द्वारा अनुमोदित है।

संलग्नक: यथोपरि

भवदीय,



वरिष्ठ प्रशासनिक अधिकारी

BIO-DATA FOR THE POST OF AAO/eHRMS

1. Name	
2. Designation	
3. Date of birth	
4. Permanent Address	
5. Qualification (i) Educational: (ii) Professional:	
6. Name of office to which the officer/official belongs (i) Parent office: (ii) Office in which working at present.	
7. Whether the officer belongs to SC/ST. If yes, please mention category.	
8. Date of entry into Govt. Service	
9. Date of entry in IA&AD	
10. Date of promotion on post of AAO	
11. Whether probation period completed or not	
12. Mobile number and officials email Id	
13. Present Pay Level and Pay	

14. Work Experience	
15. Proficiency in Computers, details may be given	
16. Details of Exam Passed	
17. Any other relevant details	

Date:

Place:

(Signature of the Applicant)

It is certified that the above particulars furnished are correct as per our office records and no disciplinary/vigilance action is pending against him/her.

Signature of the Head of Department (with Stamp)

भारतीय लेखापरीक्षा तथा लेखा विभाग

क्षेत्रीय प्रशिक्षण संस्थान, नागपुर

Indian Audit and Accounts Department Regional Training Institute, Nagpur

No. RTI/ADMN/2022-23/540

Date: 30.12.2022

To,

All Offices of IAAD

(As per mailing list)

SUB: Filling up of Two POSTS of AAOs (eHRMS) - reg.

Sir/Madam,

Applications are invited from eligible persons for filling up TWO posts of AAOS (eHRMS) in RTI, Nagpur.

Eligibility conditions:

1. Holding analogous regular post of AAO.
2. SAOs with requisite skills are also eligible to apply as the post is interchangeable.
3. Proficiency in administrative rules and experience in Claims Branch is desirable.
4. Officers below the age of 56 as on the date of this Notifications alone are eligible to apply.
5. Knowledge in using of Computers and IT enabled services with good communication skills are preferred.

Other terms and conditions:

1. The period of deputation will initially be for a period of one year and extendable subject to administrative convenience and concurrence of the lending Office/HQrs.
2. Allowance as per extant rules are admissible.

It is requested that names of such of those staff members of IA&AD, who fulfil the eligibility conditions and desirous of applying for the posts may be forwarded to this Office along with application duly filling the details in the Bio-data attached, APAR Grading for the last five years (2016-17 to 2021-22), No disciplinary/charges/court cases pending certificate on or before 28.01.2023.

Attention to HQrs Circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 is invited which inter-alia stipulates that (i) field Offices shall display deputation notification issued by RTIs/RTCs in their Notice Board, (ii) Notifications be circulated among staff members and giving them reasonable time for responding to the notification (iii) Field Offices shall forward all applications received from their Officers against the positions notified by RTIs/RTCs without withholding any application and (iv) on completion of selection process, field offices shall obligatorily relieve the selected officer.

This issues with the approval of Director General.

Yours faithfully,

Sd/-

Sr. Audit Officer/Admn.

Application Form/Bio-Data

Name of the Post: EHRMS HELPDESK

1	Name	
2	Date of Birth	
3	Date of entry into IA&AD with name of Post	
4	Educational Qualification	
5	Languages Known	
6	Month/Year of Passing SAS/SOG Examination	
7	Month/Year of Passing SO/AAO/Revenue Audit Examination / CPD I/CPD II/CPD III	
8	Date of Promotion as	
	Section Officer	
	Assistant Accounts/Audit Officer	
9	Date of Superannuation	
10	Professional Qualification (other than S.No.6 & 7)	
11	Details of Work experience	
12	Present Post and date from which it is held	

Signature of applicant



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

No. RTI/ADMN/II/2022-23/ 274

Dated 27.12.2022

To,

All Offices of IAAD
(As per mailing list)

SUB: Filling up of TWO POSTS of AAOs (eHRMS) - reg.

SIR/MADAM,

Applications are invited from eligible persons for filling up TWO posts of AAOs (eHRMS) in RTI Chennai.

Eligibility conditions:

1. Holding analogous regular post of AAO.
2. SAOs with requisite skills are also eligible to apply as the post is interchangeable.
3. Proficiency in administrative rules and experience in Claims Branch is desirable.
4. Officers below the age of 56 as on the date of this Notifications alone are eligible to apply.
5. Knowledge in using of Computers and IT enabled services with good communication skills are preferred.

Other terms and conditions:

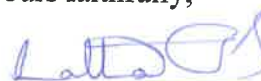
1. The period of deputation will initially be for a period of one year and extendable subject to administrative convenience and concurrence of the lending Office/HQrs.
2. Allowance as per extant rules are admissible.

It is requested that names of such of those staff members of IA&AD, who fulfil the eligibility conditions and desirous of applying for the posts may be forwarded to this Office along with application duly filling the details in the Bio-data attached, APAR Grading for the last five years (2016-17 to 2021-22), No disciplinary/charges/court cases pending certificate on or before 20.01.2023.

Attention to HQrs Circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 is invited which inter-alia stipulates that (i) field Offices shall display deputation notification issued by RTIs/RTCs in their Notice Board, (ii) Notifications be circulated among staff members and giving them reasonable time for responding to the notification (iii) Field Offices shall forward all applications received from their Officers against the positions notified by RTIs/RTCs without withholding any application and (iv) on completion of selection process, field offices shall obligatorily relieve the selected officer.

This issues with the approval of Director General.

Yours faithfully,



Sr. Audit Officer/ADMN

Application Form/Bio-Data

Name of the Post: EHRMS HELPDESK

1	Name	
2	Date of Birth	
3	Date of entry into IA&AD with name of Post	
4	Educational Qualification	
5	Languages Known	
6	Month/Year of Passing SAS/SOG Examination	
7	Month/Year of Passing SO/AAO Revenue Audit Examination / CPD I / CPD II/CPD III	
8	Date of Promotion as	
	Section Officer	
	Assistant Accounts/Audit Officer	
	Sr. Audit/Accounts Officer	
9	Date of Superannuation	
10	Professional Qualification (other than Sl. No.6 & 7)	
11	Details of Work experience	
12	Present Post and date from which it is held	

Signature of applicant