



MUMBAI

By No. 75
Dtd. 19-5-18

P. A. G. (E&A) Sect. CAG
Can. by No. 127 dt. 14/5/18

दूरध्वनी / Telephone : 2652 1902 / 2654 1878 (D)
ई-मेल / e-mail : rtimumbai@cag.gov.in
फैक्स/ FAX No. : 2652 2627

भारतीय लेखापरीक्षा और लेखा विभाग
INDIAN AUDIT AND ACCOUNTS DEPARTMENT
क्षेत्रीय प्रशिक्षण संस्थान, मुंबई.
REGIONAL TRAINING INSTITUTE, MUMBAI.

क्रमांक 12
दिनांक 15.05.2018

No. RTI/Mum/Admn/Deputation/2018-19/ jGG

Date 10/05/2018

To
All IA&AD Offices
(As per mailing list)

Subject: Filling up of vacancies at RTI, Mumbai on deputation basis

The Regional Training Institute (RTI), Mumbai established in 1980 shifted to its own building with State of the Art infrastructure in the heart of the new commercial and business hub of Mumbai, i.e.: - Bandra-Kurla Complex in July 2010. The RTI, Mumbai is headed by a full time Principal Director and caters to the training needs of 15 IA&AD offices located in Mumbai, Pune and Goa. RTI, Mumbai also renders technical support to the Training Centre, Rajkot. This institute holds all India level trainings in Knowledge Centre topics of Corporate Governance/Finance, General Purpose Financial Reporting (IPSAS) and Commercial Audit topic on Consolidated Financial Statements of Companies for Group A/B officers.

2. RTI Mumbai currently has vacancies, which need to be urgently filled up. I am, accordingly, directed to invite applications, for the following vacant posts on deputation basis. The vacancy details are also available on the RTI website.

Sr. No.	Post	No. of Post	Pay Level
1	AAO (Core Faculty/EDP)	1	Level 8
2	Private Secretary/PA to Principal Director	1	Level 7/6
3	Junior Hindi Translator	1	Level 6
4	DEO	1	Level 4

14.5.18
DAG (Admn)

15/5/18
SAPIA

15/5/18

3. The eligibility criteria and desired qualification is annexed.

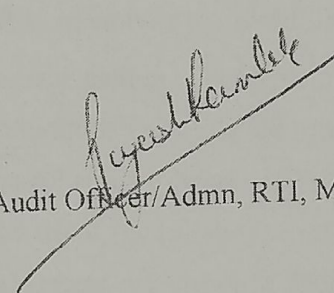
(i) Age of the candidate should not be more than 55 years of age as on 01/06/2018.

(ii) Candidates appearing for examinations outside IA&AD will not be considered for deputation to RTI.

(iii) Entitlement of Training/Deputation allowance after implementation of 7th CPC is as notified by CAG Headquarters.

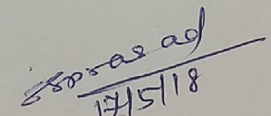
(iv) Tenure of deputation will be initially for one year, which is extendable subject to satisfactory service.

Name of willing officials for the above mentioned posts may be forwarded through cadre controlling officer along with their APARs for the last five years, to this office latest by 09/06/2018.


Audit Officer/Admn, RTI, Mumbai

NO. Admn (EXRSA)/1-9) depts/2018-19/227, Date: 17-05-18

Applications in prescribed format may be submitted
to Admn. (EXRSA) latest by 29.05.2018.


Sr. AO/Admn (EXRSA)

Annexure

Desired experience and qualification for posts at RTI

Post	Experience and qualification
AAO (Core Faculty/EDP)	<p>Essential</p> <ul style="list-style-type: none"> • In-depth knowledge and experience in operating Computer applications (including Oracle/IDEA/Data analytic/Access) and aptitude to deliver lectures. • The officer shall report to the Principal Director, RTI, Mumbai <p>Desirable</p> <ul style="list-style-type: none"> • Minimum two years' experience in EDP related work • Preference would be given to persons with basic skills in Network management, software/hardware management
Private Secretary/PA to Principal Director	<p>Essential</p> <ul style="list-style-type: none"> • Holding similar post in any office. • The official shall report to the Principal Director, RTI, Mumbai. <p>Desirable</p> <ul style="list-style-type: none"> • Preference would be given to persons having worked under DAG/Dy. Director • Good stenography and typing skills • Proficiency in handling computers
Junior Hindi Translator	<p>Essential</p> <ul style="list-style-type: none"> • Holding similar post in any office. Officials with MA in English/Hindi with Hindi/English as compulsory and elective subjects at Degree level or Bachelor degree with Hindi and English as main subjects will also be considered subject to Recruitment Rules. • Work involves translation of documents to Hindi, routine work relating to Hindi including returns and correspondence, organizing events such as workshops, Hindi week, etc. in connection with Hindi work. • The official shall report to AAO of Admn. Section <p>Desirable</p> <ul style="list-style-type: none"> • Organisational skills for conducting Hindi workshop, Hindi fortnight

DEO

Essential

- Holding similar post in any office/Holding the post of clerk/Record Keeper with 12th Standard and having qualified in typing speed for DEOs as per current norms.
- The official shall report to AAO of Admn. Section

Desirable

- Should have working knowledge of MS office
- Graduates preferable

80
16-5-18

प्रमाणित (आ. एवं प. व. लेख) Do
पान सं 13

OFFICE OF THE DIRECTOR OF ACCOUNTS
CABINET SECRETARIAT
ROOM NO.1001, B-1 WING, 10TH FLOOR,
PT.DEENDAYAL ANTYODAYA BHAWAN,
CGO COMPLEX, LODHI ROAD
NEW DELHI-110003

Dated: 10 MAY 2018

Admn./Dep./55/Vol.II/ 765

To

The Office of the Principal Accountant General
(Eco. & Revenue Sector Audit)
Odisha,
Bhubneswar-751001

Sir,

The Office of the Director of Accounts, Cabinet Secretariat intends to fill up 03(**three**) posts of Stenographer Grade-II in this office on absorption basis. The eligibility for the post is as per details given below:

Name of the post	Pay Matrix	Eligibility
Stenographer Grade-II	Level-4 of Pay Matrix	By absorption from amongst personnel under the Central Government: (i) holding the analogous post on regular basis in the parent cadre or department; and (ii) having 12 th Class or equivalent qualification from a recognized Board or University. (iii) Skill Tests Norms (on computers only) Dictation: 10 mts @ 80 words per minute. Transcription: 50 minutes (English) 65 minutes (Hindi) on computer

2. The Office of Director of Accounts is experiencing shortage of Stenographer Grade-II. It is therefore requested that the requirement may please be arranged to be widely circulated in your office to broad base the response.

3. The applications in the prescribed proforma (copy enclosed) alongwith copies of APARs for the last five years & Vigilance Clearance Certificate of the willing officials may please be sent to this office at an early date.

This issues with the approval of Director of Accounts, Cabinet Secretariat.

Yours faithfully,

(V.P.SUDHIR)

DEPUTY DIRECTOR OF ACCOUNTS

Encl: As above

60
LKH
50/18

15-5-
DAG (Admn.)

BIO DATA

1. Post applied for
2. Name of the applicant
3. Date of Birth
4. Date of Appointment in Govt. Service
5. Permanent Home Address
6. Present Address
7. Educational Qualification
8. Post held with pay scale & date from holding the present post
9. Work experience
10. Whether SC/ST/OBC

SIGNATURE OF THE APPLICANT

Certificate by the Office

It is certified that the information furnished by the candidate has been verified from records and is found to be correct and no major/minor penalty was imposed on the candidate and no disciplinary/vigilance case is pending/contemplated against on him as on date. It is also certified that the integrity of the candidate is beyond doubt.

(Signature of Head of Office with office seal)

14
17.05.2018

कार्यालय महालेखाकार (लेखापरीक्षा) छत्तीसगढ़

जीरो-पाईट, पोस्ट-विधानसभा, रायपुर-492005 493111

क्र.-प्रशा.1/ले.प./प्रतिनियुक्ति/फा.-262/जा. - 60

दिनांक- 15.05.2018

विषय-इस कार्यालय में वरिष्ठ लेखापरीक्षकों/लेखापरीक्षकों के पद की रिक्तियों को प्रतिनियुक्ति के आधार पर भरने के संबंध में ।

कार्यालय महालेखाकार (लेखापरीक्षा) छत्तीसगढ़, रायपुर में प्रतिनियुक्ति के आधार पर लेखापरीक्षक/वरिष्ठ लेखापरीक्षक के पद के लिए निम्नलिखित नियम एवं शर्तों के तहत भारतीय लेखापरीक्षा एवं लेखा विभाग के इच्छुक वरिष्ठ लेखापरीक्षक/वरिष्ठ लेखापाल /लेखापरीक्षक/लेखापाल से आवेदन आमंत्रित किये जाते हैं ।

1. प्रतिनियुक्ति की अवधि प्रारंभ में एक वर्ष के लिए होगी और संवर्ग नियंत्रक प्राधिकारी के विवेक पर विस्तारित होने की संभावना है ।
2. प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा दिनांक 31.05.2018 को 56 वर्ष से अधिक न होगी ।
3. प्रतिनियुक्ति भत्ता निर्धारित दरों पर देय होगी ।

इच्छुक उम्मीदवार पिछले तीन वर्षों के वार्षिक निष्पादन और मूल्यांकन रिपोर्ट की सत्यापित प्रतियां एवं आवेदक के विरुद्ध कोई अनुशासनात्मक/न्यायालय /सर्तकता मामला या तो लंबित है या विचारधीन है संबंधी सर्तकता निकासी प्रमाणपत्र और जीवनवृत्त के साथ अपना आवेदन उचित माध्यम से दिनांक 30.06.2018 तक उपमहालेखाकार (प्रशा.) कार्यालय महालेखाकार (लेखापरीक्षा), छ.ग.,रायपुर को प्रेषित करें ।

(प्राधिकार-महालेखाकार के आदेश दिनांक 11.05.2018)

[Signature]
उपमहालेखाकार(प्रशासन)

प्रतिलिपि:-

भारतीय लेखापरीक्षा एवं लेखा विभाग के सभी कार्यालय(डाकसूची के अनुसार). आपसे अनुरोध है कि अपने कर्मचारियों के बीच इस परिपत्र का व्यापक प्रसार करें।

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3rd Set
16.5.18

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16.5-
DAG (Admn.)

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No. Admn (EMRSA)/1-9/deptn/2018-19/231
 Date: 17-05-18
 इच्छुक उम्मीदवार अपना आवेदन दिनांक 04.06.2018 तक प्रशासन (आ.खं.राक्ष.लेप) में जमा करें ।
 शि. क्र. प्रसा. 18
 13/5/18

वरिष्ठ लेखापरीक्षक / लेखापरीक्षक पद पर प्रतिनियुक्ति हेतु आवेदन पत्र का प्रारूप

1. कर्मचारी का नाम-
2. जन्म तिथि-
3. शैक्षणिक योग्यता-
4. वर्तमान पता-
5. नियुक्ति तिथि-
6. पैतृक कार्यालय का नाम-
7. वर्तमान धारित पद का नाम-
8. वर्तमान मूल वेतन-
9. क्या अनुसूचित जाति / जनजाति से हैं -
10. कार्यानुभव-
11. कोई अन्य जानकारी-

उम्मीदवार के हस्ताक्षर

दिनांक-

प्रमाणपत्र

1. प्रमाणित किया जाता है कि श्री / श्रीमति द्वारा दी गई जानकारी का अभिलेखों से मिलान किया गया एवं सही पाया गया ।
2. उनके विरुद्ध कोई सर्तकता प्रकरण लंबित या विचाराधीन नहीं है ।
3. उनकी सत्यानिष्ठा संदेह से परे है ।
4. कार्यालय अभिलेखों के अनुसार पिछले 3 वर्षों में उनके विरुद्ध कोई दीर्घ / लघु शास्ति अधिरोपित नहीं हुआ है ।

कार्यालय प्रमुख के हस्ताक्षर मुहर सहित