



भारतीय लेखापरीक्षा और लेखा विभाग  
क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
REGIONAL TRAINING INSTITUTE  
HYDERABAD

सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्रशासन/Deputation/2018/I-6/2020-21/ 47

दिनांक: 26.08.2020

To

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

विषय : Deputation Assignment at Regional Training Institute (RTI),  
Hyderabad for filling up of one vacant post of Personal Secretary

Sir/Madam,

One post of Personal Secretary in the pay Level 7 is vacant in Regional Training Institute (RTI), Hyderabad and the post would be filled up on deputation basis through officials holding analogous posts in IA&AD. Officials willing to apply for the vacant post should have experience in discharging the duties of Personal Secretary/Secretarial work in AG/PAG/DG/PD Peshi, drafting letters, attending telephone calls, good communication skills and essential qualification of knowledge in computers (MS Word and Internet).

**Further, applications are also invited from willing Senior Auditors/Senior Accountants for filling up the post temporarily and they should have-**

- (i) Desirable qualification of minimum 3 to 5 years of experience in Secretarial work in PAG/DG/AG/PD Peshi in the capacity of Senior Auditor/Senior Accountant.
- (ii) Good communication skills and essential qualification of knowledge in computers (MS Word and Internet).

2. Application(s) from officials who are willing to be considered for deputation in RTI, Hyderabad for the vacant post may be forwarded to this office on or before **10<sup>th</sup> September 2020** along with their **Bio-Data (Annexure enclosed)**, 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.

3. 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, Hyderabad, the selected official will draw his/her basic pay plus Deputation Allowance as applicable on his/her basic pay and as admissible under extant rules. However, Officials drawing MACP/NFU pay are not eligible for Deputation Allowance.

4. SAS passed officials who are likely to be promoted as AAOs in the next two years need not apply.

-Contd-(2)

5. Maximum age limit for appointment by deputation shall not exceed 56 years as on date of application for the post. The applications of the Officers/Officials working in the office on deputation basis on normal terms & conditions shall be forwarded through their respective Parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the Institution.

6. A reference is invited to Headquarters circular **No. 269/Trg. Div./42-A/2019 dated 18.09.2019** wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

- a. 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;
- b. 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;
- c. 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.
- d. 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.

7. However, clause at Sl.no 6 (b) regarding instructions to field offices not to withhold any applications received from their officers/staff against positions advertised by RTIs/RTCs "**will not apply in case of applicants who have been reverted/repatriated in the last six (6) months from RTIs/RTCs to their parent offices**". This may please be noted before forwarding the applications.

यह प्रधान निदेशक, क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद के अनुमोदन से जारी होता है।

भवदीय,

Encl: Bio-data (Annexure)

Sd/-

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन  
Senior Audit Officer (Admn)

### Bio-Data (Annexure)

Latest  
Passport Size  
Photo

1.	Name in full (S/Sri/Smt/Ms)	
2.	Present Post Held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications (i) Educational (ii) Professional	
7.	Office to which the applicant belongs (i) Parent Office (ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Date of entry in IA&AD	
11.	<b>Proficiency in Computers, complete details may be given</b>	
12.	Present Pay and Pay Level	
13.	Details of MACP (I, II or III), if any granted and date of grant of MACP	
14.	Mobile Number and official email ID	
15.	Any other relevant details	
16.	<b>Experience in Secretarial work with complete details</b>	

Date:

Place:

(Signature of the applicant)

It is certified that the above particulars furnished are correct as per our office records.

Signature of the Head of the Department (with Stamp)