

**OFFICE OF THE DIRECTOR GENERAL REGIONAL TRAINING INSTITUTE,
JAMMU**

No: RTI/J/A/2020-21/Dep/356

Dated: 11/09/2020

To

All Offices of IA&AD (as per mailing list)

Subject:

**Subject: Deputation Assignment at Regional Training Institute, Jammu
for filling up one vacant post of Sr. A.O. (Administration & Core Faculty)**

Madam/Sir,

In continuation to this office notification No: RTI/J/A/2020-21/Dep/289 dated 20-08-2020 the last date for receipt of applications from desirous officers of the rank of **Senior Audit Officer/Senior Accounts Officer/Asstt. Audit/Accounts Officer** has been extended upto **30-09-2020** for the deputation assignment as per the job description/ eligibility criteria given below:

S. No.	Post	No. of vacancies
01	Sr. Administrative Officer (Administration and Core Faculty)	01

Job description/ Eligibility criteria:

1. Holding the analogous post of Sr. A.O as mentioned above. Eligible Asstt. Audit Officers/Asstt. Accounts Officers with at least one year (minimum) experience, may also apply.
2. The work involves taking care of Administration and Establishment matters, including inter-alia protocol, personnel management, providing administrative support to training programmes and hostel management, co-ordination with CPWD for matters associated with the RTI-Building and handling contracts, procurement including through GeM, online returns including those related to Hindi, Director of Inspection, Hindi inspection etc. The officer will work with a fully staffed administration section.
3. Working knowledge of computers including PFMS & iBEMS, Budget, Pay and other bills and familiarity with DDO functions and filing Income Tax etc. returns are required.
4. Core Faculty related function involves delivering lectures on General Training Topics and coordination with guest faculty, as may be necessary.
5. Any other work as may be assigned by the Director General.

Terms of deputation & selection process:

1. All officers who are willing should apply for the deputation through their respective Parent Offices. The Parent Offices are requested to forward such applications along with the Bio-data and APARs for the last five years duly attested on each page to this Institute, so as to reach this Institute latest by **30-09-2020**. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant. The required documents of the eligible candidates forwarded by the respective Parent offices may be scanned and sent by email to avoid postal delay.

2 The term of deputation will be for a period of three years initially and extendable on yearly basis thereafter. This institute however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

3. The selected officer will be entitled to Training allowance as per instructions prevailing from time to time.

4. Selection of a suitable officer shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall be notified.

5. Maximum age limit for appointment by deputation should not exceed 56 years as on the closing date of application for the post.

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 the selection process, the field offices shall obligatorily relieve the selected officer for teaching/administrative assignments at RTIs/RTCs at the earliest.

This issues with the approval of the Director General, R.T.I. Jammu.

Yours faithfully,

Sd/-

Asstt. Administrative Officer (Admn)