



क्षेत्रीय प्रशिक्षण संस्थान
REGIONAL TRAINING INSTITUTE
भारतीय लेखापरीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT

No.RTI/Jpr/F.5/K-4/Depu./2020-21/ 346

दिनांक: - 21.08.2020

सेवामें,

समस्त विभागाध्यक्ष,

भारतीय लेखापरीक्षा और लेखा विभाग के समस्त कार्यालय,

विषय :- सहायक प्रशासनिक अधिकारी (प्रशासन) के एक (01) रिक्त पद को प्रतिनियुक्ति के आधार पर भरे जाने के संबंध में

महोदय/महोदया,

One post of AAO (Admn) is lying vacant in the institute which is to be filled on deputation basis. Applications are invited through proper channel (duly forwarded with approval of the cadre controlling officer) for filling up the below mentioned post on deputation basis in RTI, Jaipur.

S.No.	Post	No of Post	Eligibility/Requirement
1	Asstt. Administrative Officer (Admn) सहायक प्रशासनिक अधिकारी (प्रशासन)	01 (एक)	<ul style="list-style-type: none">Holding analogous post in the parent cadre with 3 years service in Pay Level 8 and passed SAS examinationExperience in all administrative and Establishment related work will be preferred.Procurement of good and services through direct purchase and Bid/RAs through GeM and/or CPPP. Timely initiating tender process for procurement of service and contract management.Dak and Calendar of Returns monitoring, timely tendering and contract managementMonitoring of record and issue of stationery and stores for the office and hostelsInventory of fixed assets and stores including hostel provisionsInfrastructure maintenanceOverall supervision of outsourced MTS, HK, canteen personnel, DriversVarious online returns including Hindi. Handling Director of Inspection, Hindi Inspection, etc.Coordination with CPWD for civil and electrical minor works in RTI Mumbai. Processing of Preliminary Estimates received from CPWD and follow up with HQ for funds. Furnishing utilisation certificate periodically,The maximum age limit is 56 years as on the closing date of the receipt of application. Applications of above 56 years age limit will not be considered

ए.जी. कॉलोनी, बजाज नगर, जयपुर - 302015

A. G. Colony, Bajaj Nagar, Jaipur - 302015

दूरभाष/ Tel.: 0141-2704709, फ़ैक्स/ Fax: 0141-2702927

ई-मेल/ E-mail : rtijaipur@cag.gov.in, वेबसाईट/ Website : www.rtijaipur.cag.gov.in

Deputation Allowance as per prescribed rules would be admissible as per instructions prevailing from time to time.

The tenure of one term of posting on deputation basis would be initially for a period of 3 years, extendable subject to willingness of the employee and at the discretion of the authority competent.

The deputation is on usual terms & condition circulated by headquarters circular No. 269/Trg. Div./42-A/2019, dated: 18.09.2019 and No. 398/Trg. Div./42-A/2019, dated: 14.07.2020.

The application of officers willing to serve in RTI, Jaipur in the abovementioned capacity may kindly be forwarded along with the following documents **latest by 18/09/2020**.

- i) Particulars of applicant/Bio-data (Annexure enclosed).
- ii) Vigilance clearance Certificate: It may be certified that no Disciplinary/Court/Vigilance case is pending or contemplated against the applicant.
- iii) Attested copies of ACRs/APARs dossier for the last 3 years.
- iv) Name of only those candidate be recommended who can be relived immediately on selection.

यह महानिदेशक महोदय द्वारा अनुमोदित है।

भवदीय,

Pussy
21/9/2020

वरिष्ठ प्रशासनिक अधिकारी/प्रशा.

APPLICATION FOR THE POST OF AAO (Admn)

1.	Name of full(S/Shri/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 into IA&AD	
11.	Date & Year of passing SAS Examination (Please mention Civil Audit/Commercial/P&T/Railway/Defense Audit)	
12.	Date of promotion as AAO	
13.	Details of other exams passed (RAE/CPD-I,CPD-II/Others)	
14.	Present Pay Level and Pay	
15.	Mobile Number and officials email ID	
16.	Any other relevant details	

Date:

(Signature of Applicant)

Place:

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 the Department (with Stamp)