



भारतीय लेखा तथा लेखापरीक्षा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, चेन्नई

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, CHENNAI

RTI/Admn./Dept/Unit-I/2020-21/

Dated 13.05.2020

To

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

Sub: Filling up of vacancy in the cadre of Asst. Accounts Officer/
Asst. Audit Officer (Office Management) in RTI on deputation basis-reg.

Sir/Madam,

One vacancy is likely to arise in the cadre of Asst. Accounts Officer (OM) in the Regional Training Institute (RTI), Chennai shortly. The vacancy is being filled up on deputation basis. It is requested that the names of Asst. Accounts/Audit Officers / Adhoc AAOs with experience/Knowledge in General Administration, Claims, Pay bills, calculation of Income Tax and uploading of Income Tax details PFMS (EIS Module), BEMS, iBEMS, Hostel and Canteen Management, Liaison work with the CPWD etc., and who are willing to be considered for deputation in RTI, Chennai may be forwarded along with their bio data, experience and grading of APARs for last five years i.e., from 2014-15 to 2018-19 on or before 01.06.2020. A Copy of the duties attached to the post is enclosed herewith.

The term of deputation will be initially for a period of one year. The AAOs who have been granted financial upgradation under MACP would not be eligible for drawing Deputation Allowance.

This issues with the approval of Principal Director.

Yours faithfully,

Encl: As above.


Sr. Audit Officer (Admn.)

Application Form/Bio-Data

Name of the Post: Asst. Accounts/Asst. Audit Officer

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	
8	Date of Promotion as Section Officer Assistant Accounts/Audit 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

Duty list of Assistant Accounts/Audit Officer (Office Management)
1. Overall in charge of Hostel and Canteen
2. Maintenance of Office and Hostel building, garden, Lecture Hall, Conference Hall, IS (Labs)
3. All Purchase related files except purchase of fixed assets. (including day to day cleaning materials of RTI premises, stationery/consumables)
4. Supervision of maintenance of registers relating to the above mentioned purchases and closing of the same.
5. Supervision of work pertaining to Sr. Auditor (Unit-I) and Sr. Accountant (unit-III), Stock related work of DEO, Outsourced activities. Supervision of All work Physical verification of Library books.
6. Work connected with DDO powers (Pay bill, TA Bill, LTC, Medical Bill etc.,) Income Tax including issue of Form 16
7. Arrangement for conducting RAC meeting and other Special events.
8. Maintenance and submission of Calendar of Returns
9. Supervision of arrangement of transport facilities for VIP guests and field visits of participants
10. Supervising the catering service – liaison work with the canteen management
11. Liaison work with the CPWD.
12. Allotment of rooms
13. Any other work assigned by FMs / SAO (Admn.) / Principal Director