



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 SAO/Admn in RTI, Chennai on deputation basis - reg.

Sir/Madam,

One vacancy is likely to arise in the cadre of SAO in the Regional Training Institute (RTI), Chennai shortly. The vacancy would be filled up on deputation basis. The names of SAOs who are willing to be considered for deputation to RTI, Chennai and fulfilling the criteria may only be forwarded along with their bio-data, experience and grading of APARs for the last five years i.e., from 2014-15 to 2018-19 on or before 01.06.2020. The criteria to be fulfilled by the officers applying for the deputation to the above mentioned post is enclosed.

The terms of deputation will be initially for a period of one year. The Officers who have been granted financial upgradation under MACP would not be eligible for drawing Deputation Allowance, as per extant orders.

This issues with the approval of Principal Director.

Yours faithfully,

  
Sr. Audit Officer (Admn.)

Criteria to be fulfilled by the officers applying for deputation to this office are:

Essential qualifications:

1. Should be in the cadre of SAO
2. The applicant should not have crossed the age of 56 years on the closing date of receipt of applications.
3. Experience in all the sections of Administration, Claims and Office Management in the supervisory capacity.
4. Knowledge of working in BEMS, iBEMS, PFMS, GeM and GST portal.

Desirable qualifications:

1. Working experience as Drawing and Disbursing Officer.
2. Working experience in Regional Training Institute.

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Application Form/Bio-Data

Name of the Post: SAO/Admn.

Name of the RTI: Regional Training Institute, Chennai

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 Audit Officer	
	Audit Officer	
	Senior 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