



महालेखाकार का कार्यालय (लेखा एवं हक), त्रिपुरा ::  
अगरतला



OFFICE OF THE ACCOUNTANT GENERAL (A&E), TRIPURA ::  
AGARTALA

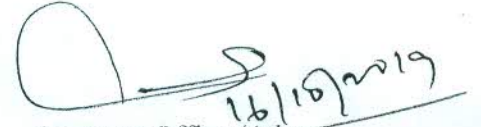
Circular No.: 26

Dated 16/10/2019

The Regional Training Institute (RTI), Shillong invites applications from eligible candidates to fill up the various posts on deputation basis. Details of Post terms and conditions, etc are mentioned in the letter vide No. RTI/SHG/Dept/1-1/2019-20/Vol.IX/1/9557/1078 dated 14/10/2019 (copy enclosed).

The willing officers/officials of this office are, therefore, requested to submit their willingness in duplicate to the establishment (A&E) Section by 15/11/2019 for consideration and onward transmission to Regional Training Institute (RTI), Shillong.

[Authority: DAG's order dated 16/10/2019 at Pg N of file No. Estt(A&E)/3-17/Depn-Post/2019/Vol-II ]

  
Accounts Officer/Admn.

Memo No. Estt(A&E)/3-17/Depn-Post/2019/Vol-II 5031 - 5038

Dated 16/10/2019

Copy for information to:

1. PS to AG (A&E) for kind appraisal of the AG.
2. PA to DAG (A&E) for kind appraisal of the DAG.
3. Core Faculty (Admn), Regional Training Institute (RTI), Shillong
4. All BOs.
5. All AAOs/Supervisor with a request to bring the content of this circular to the notice of all officials working under their control.
6. DP, IT to upload in office website.
7. Notice Board.
8. Circular File.

  
Accounts Officer/Estt.

डाक - कुंजबन, जिला - पश्चिम त्रिपुरा, पिन 799 006. दूरभाष: 0381-2353905, ई-मेल [agaetripura@cag.gov.in](mailto:agaetripura@cag.gov.in)

PO - Kunjaban, Dist. West Tripura, PIN - 799 006, Phone - 0381-2353905, E-mail: [agaetripura@cag.gov.in](mailto:agaetripura@cag.gov.in)



41  
क्षेत्रीय प्रशिक्षण संस्थान  
भारतीय लेखा तथा लेखापरीक्षा विभाग  
पूर्वोत्तर क्षेत्र : लछतलेत कम्पलेक्स, शिलांग - 793003  
दूरभाष : 222594, 220381  
**REGIONAL TRAINING INSTITUTE**  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
N.E. REGION : LACHATELETTE COMPLEX  
LAITUMKHRAH, SHILLONG - 793003  
PHONE : 222594, 220381

दिनांक :  
Date : 11 OCT 2019

No. RTI/SHG/Dept/1-1/2019-20/Vol.IX/1/9557/1078

To

All Heads of Departments of IA&AD,  
(As per mailing list).

Subject: Filling up of the vacant posts of Officer/Officials on deputation basis in RTI,  
Shillong.

Sir/Madam,

The Regional Training Institute, Shillong invites applications from eligible candidates to fill up the following vacant posts by transfer on deputation basis:

Sl. No	Posts	No. of Post	Particulars/requirements
1	Core Faculty (IT)	1	Minimum two years experience as AAO.
2	Sr. Accountant/ Sr. Auditor	1	1. Minimum two years experience. OR 2. Holding analogous post on regular basis.
3	Accountant /Auditor	1	-do-
4	Private Secretary.	1	1. Holding analogous post on regular basis. OR 2. Holding the post of Stenographer Grade-I in Level 6 or equivalent for 5 years or more.
5	Stenographer	1	1. Minimum two years experience. OR 2. Holding analogous post on regular basis. 3. Possessing a speed of 80 words per minute in Stenography (English).
6	Clerk	1	1. Minimum two years experience. OR 2. Holding analogous post on regular basis.
7	DEO Grade 'A'	1	1. Minimum two years experience. OR 2. Holding analogous post on regular basis.



A. For Sl. No. 1:

- i. The post of Core Faculty (EDP) is to be filled on deputation basis from the cadre of Assistant Accounts Officer/Assistant Audit Officer in the Pay level- 8 or 9 for imparting training in various courses conducted by this Institute.
- ii. The officer applying for the post of Core Faculty (IT) should have in-depth knowledge and experience in operating computer applications (including Oracle/IDEA/Data analytics/Access/Ms. Excel. Knowledge of RDBMS. Expertise in SQL querying and aptitude to deliver lectures. Some knowledge of hardware and software from the point of view of determining requirements for IT procurement is desirable, so as to assess IT infrastructure from time to time and to prepare draft proposals for EDP procurement/AMC/networking for office and training accordingly.
- iii. The officer applying for the post of Core Faculty (IT), if selected, will be entitled to Training Allowance @12% of basic pay.
- iv. The officer applying for the post of Core Faculty (IT), if selected, will be provided Type IV Quarter at Lyndhurst Estate during his tenure of deputation.

B. For Sl. No. 2 to 7: The selected officials (other than the official who is drawing upgraded pay under MACP) will be entitled to Deputation allowance as per Rule.

- C. Wide publicity may please be given to the circular to encourage participation of officer/officials for the assignment at RTI, Shillong. In this regard, a reference is invited to Headquarters circular No.269/Trg.Div/42-A/2019 dated 18.09.2019 wherein field offices were directed to strictly adhere to the following instructions:
- (i) 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;
  - (ii) 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 applicant;
  - (iii) On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignment at RTIs/RTCs at the earliest;
  - (iv) 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;

40

Application of willing officer/officials may kindly be forwarded to this Institute so as to reach latest by 30<sup>th</sup> November 2019 along with copies of:

- (i) Bio-data of applicants as per Annexure I, LL & III.
- (ii) Attested copies of APARs for the last three years.
- (iii) Integrity Certificate/Vigilance Certificate.

Encl: As stated above.

Yours faithfully,

  
14/10/19  
Core Faculty (Admin).

APPLICATION FOR THE POST OF CORE FACULTY (IT)

1. Name & Designation
2. Father's Name:
3. Date of Birth:
4. Date of Entry in IA & AD with name of post:
5. Educational qualification:
6. Any other qualifications:
7. Details of working experience in different branches of Audit & Accounts:
8. Details of Computer background and experience in computer activities:
9. Name of office in which presently working:

(SIGNATURE OF APPLICANT)

APPLICATION FOR THE POST OF CLERK-TYPIST/  
DEO/ACCOUNTANT/AUDITOR/Sr.ACCOUNTANT/Sr. AUDITOR.

1.	Name & Designation:	
2.	Date of Birth:	
3.	Date of entry in IA & AD with name of post:	
4.	Date of appointment to Present Post:	
5.	Educational Qualification:	
6.	Any other qualification:	
7.	Details of working experience in different branches of Audit/Accounts offices:	
8.	Details of computer background and experience in computer activities:	
9.	Name of the office in which presently posted:	
10.	Achievements (if any)	

Above information/details provided by me are correct and true to the best of my knowledge and belief and no material fact has been suppressed/withheld.

(SIGNATURE OF APPLICANT)



APPLICATION FOR DEPUTATION TO THE POST OF  
PERSONAL SECRETARY(P.S)/STENOGRAPHER

1.	Name & Designation:	
2.	Date of Birth:	
3.	Date of entry in IA & AD with name of post:	
4.	Date of appointment to Present Post:	
5.	Educational Qualification:	
6.	Any other qualification:	
7.	Details of working experience including extent of working with computer.	
8.	Name of the office in which presently posted:	
9.	Nature of duties performed. Note: Enclose a separate sheet may be attached if required.	
10.	Brief service particulars:	
11.	Achievements (if any)	

Above information/details provided by me are correct and true to the best of my knowledge and belief and no material fact has been suppressed/withheld.

(SIGNATURE OF APPLICANT)