

क्षेत्रीय प्रशिक्षण संस्थान भारतीय लेखा तथा लेखापरीक्षा विभाग पूर्वोत्तर क्षेत्र:

लछतलेत कम्प्लेक्स, शिलांग - ७९३००३

REGIONAL TRAINING INSTITUTE (IA & AD) NE REGION: LACHATELETTE COMPLEX

LAITUMKHRAH, SHILLONG-793003

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No. RTI/DEPTN/1-1/2015-16/Vol.-VII/1285

Date: 03.12.2018

All the Heads of Department in IA & AD

**Sub: Deputation Assignment at Regional Training Institute (RTI) Shillong
Asstt. Audit Officer /Asstt. Accounts Officer to fill 2 (Two) Posts of Core
Faculty (EDP.).**

Sir/Madam

I am directed to state that RTI, Shillong proposes to fill up 1 (one) regular temporary post of Core Faculty (EDP) from the cadre of Asstt. Audit Officer/Asstt. Accounts Officer in the Pay level-8 or 9 by transfer on deputation basis for performing imparting training of various EDP courses conducted by this institute.

2. The Applicants 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, Knowledge in Networking and Hardware management) and aptitude to deliver lectures.

3. The selected officer will be entitled to the benefit under the incentive scheme as prescribed by Headquarters' Office. The benefit mainly includes training allowance @ 12% of his/her basic pay.

4. The application (in prescribed enclosed application format) of willing officer/s may kindly be forwarded to this institute so as to reach this institute latest by 31st December, 2019 along-with the copies of confidential reports for the last three years.

5. This may be brought to the notice of all concerned.

7. This issues with the approval of Principal Director.

Yours faithfully,

Sd/-
Core Faculty (Admn.)

APPLICATION FOR THE POST OF CORE FACULTY (EDP)

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

(SIGNATURE OF APPLICANT)