

**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**

**PHONE: 0364-2222594, 2210203**

**FAX NO. 0364-2223314**

**No. RTI/DEPTN/1-1/Vol.-VIII/2018-19/1286**

**Dated 03.12.2018**

**All IA & AD Offices,  
(As per mailing list)**

**Sub: Deputation Assignment at Regional Training Institute (RTI) Shillong.**

**Sir/Madam**

I am directed to state that RTI, Shillong proposes to fill up the following post by transfer on deputation basis:-

- (i) 1 (one) post of Caretaker from the cadre of Sr. Acctt./ Sr. Auditor or equivalent.
  - (ii) 1 (one Post of Asstt. Caretaker from the Cadre of Clerk/Typist;
  - (iii) 1 (One) post of Accountant/Auditor;
  - (iv) 1 (one) post of Reference Clerk from the Cadre of Clerk/Typist
2. The selected officer (Other than the official who is drawing upgraded pay under MACP) will be entitled to Deputation allowance as per Rule.
  3. The application of willing official/s (in prescribed enclosed format) may kindly be forwarded to this institute so as to reach this institute latest by 31.12.2018 along-with:-
    - (a) copies of confidential reports for the last three years duly attested, (b) Bio-data in the enclosed proforma, (c) Integrity Certificate/Vigilance Certificate and statement of penalty if any.
  4. This may be brought to the notice of all concerned.
  6. This issues with the approval of Principal Director.

Yours faithfully,

Sd/-  
Core Faculty (Admn.)

**APPLICATION FOR THE POST OF CARETAKER (Sr. Accountant/Sr. Auditor.)**

<b>1.</b>	Name & Designation:	
<b>2.</b>	Date of Birth:	
<b>3.</b>	Date of entry in IA & AD with name of post:	
<b>4.</b>	Date of appointment to Present Post:	
<b>5.</b>	Educational Qualification:	
<b>6.</b>	Any other qualification:	
<b>7.</b>	Details of working experience in different  branches of Audit/Accounts offices:	
<b>8.</b>	Details of computer background and  experience in computer activities:	
<b>9.</b>	Name of the office in which presently posted:	
<b>10.</b>	Whether belongs to SC/ST	
<b>11.</b>	Additional Information if any relevant to the  post applied for ( this among other things may  provide information with regard to (i)  additional academic qualifications (ii)	

	professional training and (iii) Work  experience)  Note: Enclose a separate sheet, if the space is  insufficient.	
<b>12.</b>	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 THE POST OF ASSTT. CARETAKER (Clerk/Typist)**

<b>1.</b>	Name & Designation:	
<b>2.</b>	Date of Birth:	
<b>3.</b>	Date of entry in IA & AD with name of post:	
<b>4.</b>	Date of appointment to Present Post:	
<b>5.</b>	Educational Qualification:	
<b>6.</b>	Any other qualification:	
<b>7.</b>	Details of working experience in different  branches of Audit/Accounts offices:	
<b>8.</b>	Name of the office in which presently posted:	
<b>9.</b>	Whether belongs to SC/ST	
<b>10.</b>	Additional Information if any relevant to the  post applied for ( this among other things may  provide information with regard to (i)  additional academic qualifications (ii)  professional training and (iii) Work  experience)	

	Note: Enclose a separate sheet, if the space is insufficient.	
<b>11.</b>	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 THE POST OF Accountant/Auditor.**

<b>1.</b>	Name & Designation:	
<b>2.</b>	Date of Birth:	
<b>3.</b>	Date of entry in IA & AD with name of post:	
<b>4.</b>	Date of appointment to Present Post:	
<b>5.</b>	Educational Qualification:	
<b>6.</b>	Any other qualification:	
<b>7.</b>	Details of working experience in different  branches of Audit/Accounts offices:	
<b>8.</b>	Details of computer background and  experience in computer activities:	
<b>9.</b>	Name of the office in which presently posted:	
<b>10.</b>	Whether belongs to SC/ST	
<b>11.</b>	Additional Information if any relevant to the  post applied for ( this among other things may  provide information with regard to (i)  additional academic qualifications (ii)	

	professional training and (iii) Work  experience)  Note: Enclose a separate sheet, if the space is  insufficient.	
<b>12.</b>	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 THE POST OF CLERK/TYPIST**

<b>1.</b>	Name & Designation:	
<b>2.</b>	Date of Birth:	
<b>3.</b>	Date of entry in IA & AD with name of post:	
<b>4.</b>	Date of appointment to Present Post:	
<b>5.</b>	Educational Qualification:	
<b>6.</b>	Any other qualification:	
<b>7.</b>	Details of working experience in different  branches of Audit/Accounts offices	
<b>8.</b>	Details of computer background and  experience in computer activities Proficiency  in Typing:	
<b>9.</b>	Name of the office in which presently posted:	
<b>10.</b>	Whether belongs to SC/ST	
<b>11.</b>	Additional Information if any relevant to the  post applied for ( this among other things may  provide information with regard to (i)	



	additional academic qualifications (ii)  professional training and (iii) Work  experience)  Note: Enclose a separate sheet, if the space is  insufficient.	
<b>12.</b>	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)**