



कार्यालय महानिदेशक लेखापरीक्षा (केन्द्रीय व्यय)  
Office of the Director General of Audit, (Central Expenditure)  
इन्द्रप्रस्थ एस्टेट, नई दिल्ली-110 002  
Indraprastha Estate, New Delhi-110002

No.: Admn.I/4-39/RTC-Dept./2018-19/2583-2711

Dated: 13.08.2018

To

All Heads of Departments,  
(As per Mailing List)

Sub:- Filling up two posts of Sr. AO and one post of AAO (Admn.) in RTC, Delhi on deputation basis

Sir/Madam,

The Regional Training Centre, New Delhi requires services of eligible candidates for filling up following posts on deputation basis:

S. No.	Post	No. of vacancies
1.	Sr. Audit Officer (EDP core faculty)	01
2.	Senior Audit Officer (General faculty - Commercial)	01
3.	Asstt. Audit Officer (Admn.)	01

**Eligibility for Sr. AO (EDP Core Faculty)**

1. Holding analogous post of Sr. Audit Officer.
2. Audit Officers with 2 years' regular service/Asstt. Audit Officers with six years' regular service.
3. Knowledge of WINDOWS 2007 & 2010, MS OFFICE (Word, Excel, Access, Power Point), Oracle, data analysis software such as IDEA, Tabuleau etc. and other IT Audit related topics.
4. The officer who has experience in teaching, imparting in-house training would be given weightage.

**Eligibility for Sr. Audit Officer (General Faculty - Commercial)**

1. Holding analogous post of Sr. Audit Officer.
2. Audit Officers with 2 years' regular service/Asstt. Audit Officers with six years' regular service.
3. Experience in teaching various audit related topics such as familiarity with Commercial Law, Balance Sheet analysis, Certification of Accounts etc. Regular working proficiency in computers is desirable.

**Eligibility for Asstt. Audit Officer (Administration)**

1. Holding analogous post of Asstt. Audit Officer.
2. The officers who have experience of Administration work will be given weightage.

The deputation would be on the terms and conditions as contained in Headquarters letter no. 346/Trg. Div./52-96 dated 21.02.1997 and 521/Trg. Div./52-96 dated 02.06.1997. The deputation shall be **initially** for a period of one year. The deputation period may be extended subject to their continued suitability and administrative convenience. **Training Allowance** as per orders for faculty issued by Headquarters from time to time (currently training allowance is 12%).

Applications of interested and eligible officials/officers may please be forwarded along with copies of their APAR for the last five years/available and vigilance clearance certificate, to the undersigned on or before 27.08.2018.

Yours sincerely,



(Sudhir Sharma)

Dy. Director (Admn.)