

**MINISTRY OF EDUCATION  
OFFICE OF THE PRINCIPAL CHIEF CONTROLLER OF ACCOUNTS  
Pr. ACCOUNTS OFFICE  
SHASTRI BHAWAN, NEW DELHI -110001**

No. Pr. AO/ Admn/ Consultants/ 2024-25/ 87

Dated: 27/05/2024

**CIRCULAR**

**Sub: Engagement of 03 retired officers (ACA/Sr.AO/AO/AAO) empaneled with O/o CGA as Consultants for Internal Audit Wing.**

Application in the prescribed format (as per Annexure) are invited from suitable candidates i.e., those empaneled as a consultant with O/o CGA for engagement as consultant (Retired ACA/ Sr.AO/AO/AAO) in O/o Pr. CCA, M/o Education, New Delhi on contract basis as per details given below:

1	Name of the Post	Consultant
2	Number of Posts	03
3	Period of Engagement	1 Year
4	Job Location	Delhi
5	Age Limit	Maximum Age limit is 64 years as on 31/05/2024
6	Educational Qualifications	Graduate in any discipline.
7	Experience Required	<b>a. Experience in Internal Audit of DDOs/ Schemes/ Autonomous Bodies/ Public Sector Units of Civil Ministries. b. Knowledge of Accounting Rules / Regulation/Procedures, financial Reporting, Payment functions, Commercial Accounting &amp; PFMS. c. Knowledge of Procurement of Good &amp; Services, Execution of Works, Tenders and Contracts. d. Knowledge of basic computer functions and MS office.</b>
8	Eligibility Conditions	The retired officer (ACA/ Sr. AO. / AO/ AAO) must be empaneled with O/o CGA as consultant.
9	Remuneration/ Allowances	The remuneration of retired government servants shall be as per the D/o Expenditure OM No. 3-25/2020-E.III-A dated 09/12/2020. The transport allowance shall be fixed as applicable on the date of Engagement and shall not be varied during the tenure of employment. A fixed monthly remuneration by deducting basic pension from the pay drawn at the time of retirement shall be paid. Other terms and conditions shall be as per the above mentioned OM. No HRA shall be paid.
10	Leave	Paid leave of absence may be allowed at the rate of 1.5 days each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
11	Roles and Responsibilities	<b>a. Internal Audit of units of seven Ministries under O/o Pr. Chief Controller of Accounts and preparation of audit reports. b. Assist in Settlement of outstanding audit paras,</b>

		preparation of Annual Audit plan and Annual Audit review. c. Any other task assigned by the competent authority
12	Terms of Contract	a. The term of appointment shall be for a period of one year. b. The consultant shall sign an agreement with a clause on Ethics and Integrity.
13	Method of Selection	After examination of Applications and CVs, the shortlisted candidates shall be called for interview. The selection committee shall make the final decision on the basis of performance of candidates in interview.
14	Terms and conditions	a. Only retired government servants (ACA/Sr. AO/AO/AAO) With qualifications as detailed above shall be considered eligible. b. Consultant shall not be entitled to any other allowance like HRA, CCA, accommodation, telephone etc. c. For official tours, the consultants shall be entitled to TA/DA as per their entitlement at the time of retirement. d. Incumbent shall have no right to get absorbed/regularized. e. The engaged persons shall not indulge or disclose to any person the information, which is confidential in nature. A non-disclosure agreement shall be signed by the consultant. f. Consultant can be terminated at any time by the Competent Authority. g. Consultant shall give one-month advanced notice in case of discontinuation of his/her services to O/o Pr. CCA.
15	How to Apply	Application to be filled in the prescribed proforma is required to be sent to Sr. Accounts Officer (Admin) Pr. Accounts Office, M/o Education D Wing, Ground Floor, Shastri Bhawan New Delhi 110011. <b>E-mail ID : prao.hrd@nic.in</b> No TA/DA shall be payable to attend the interview. Original documents shall be brought by the candidate in support of eligibility at the time of interview for verification. The completed application should reach the above address strictly by 07.06.2024

This issues with the approval of Pr. CCA.

*[Handwritten Signature]*  
25/5/2024

*[Handwritten Signature]* Sr. Accounts Officer (Admn.)

To

1. Sr. AO. (ITD), O/o CGA with a request for publication on the website.

**Annexure**

**Application for the post of Consultants on contracts basis in  
the O/o Pr. Chief Controller of Accounts, M/o Education**

- 1.Name in full (in Block letters) :
- 2.Father's /Mother's/Husband's Name:
3. Gender :
- 4.Date of Birth :
- 5.Age as on 01.01.2024 :
- 6.Present/Correspondence address :
- 7.Telephone/ mobile and E-mail :
8. Permanent address :
9. Designation at the time of retirement :
- 8.Educational qualifications :

Exam passed	Name of the University	Year of Passing	Subjects	Division	Percentage of Marks Obtained

9. Experience details of all previous and present employment:

Name of The employer	Name of the post	Salary drawn	Period		Nature of duties performed
			From	To	

- 10.Date of Retirement :
- 11.Last Pay Drawn :
- 12.Office last attended :
- 13.Any Other relevant information :

**DECLARATION:**

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect / incomplete OR ineligibility being detected at any time before OR after Selection/interview, my candidature is liable to be rejected and I shall be bound by the decisions of the O/o Pr. Chief Controller of Accounts, M/o Education.

Signature  
(Full name of the applicant)

Place:

Date: