

Government of India
Ministry of Petroleum & Natural Gas
O/o Chief Controller of Accounts
Pr. cum Pay & Accounts Office
Shastri Bhawan, New Delhi -110001
Tele — 011-23388894

No. PAO/PNG/IA/Consultant/2025-26/308

Dated: 03/07/2025

CIRCULAR

Sub: Engagement of 03 retired CCAS officers (2 Sr.AOs and 1 AAO) as consultants for Internal Audit of O/o CCA for the Schemes of Min. of Petroleum & Natural Gas

Application in prescribed format (as per Annexure) are invited from suitable candidates for engagement as consultant in Pr. cum PAO, M/o Petroleum & Natural Gas, O/o CCA, 3rd Floor, 'B' — Wing, Shastri Bhawan, New Delhi - 110001

1.	Name of Post	Consultant for Internal Audit
2.	Number of Posts	03
3.	Period of Engagement	6 months
4.	Job Location	Anywhere in India
5.	Age Limit	Age Limit maximum is 64 years as on 01.07.2025
6.	Educational Qualification	Graduate in any discipline
7.	Experience Required	<ul style="list-style-type: none"> a. Retired officers at the levels of AAO/AO/Sr.AO under the panel of <u>Controller General of Accounts/C&AG</u> b. Experience in Internal Audit of Civil Ministries c. Knowledge of Accounting Rules/Regulation/ Procedures, Financial Reporting Payment functions & PFMS d. Knowledge of Procurement of Goods & Services, Execution of Works, Tenders and Contracts. e. Knowledge of establishment related rules. f. Knowledge & ability of analyzing account of Autonomous Bodies/ Public Sector Units g. Relaxation in experience/terms and conditions shall be decided by the Competent Authority.
8.	Eligibility Condition	<ul style="list-style-type: none"> a. He/she must have retired in past 4 years(i.e. after 01.07.2021) b. Persons with experience in risk based Scheme Audits and having attended long term training on audit shall be preferred
9.	Remuneration/ Salary	<ul style="list-style-type: none"> 1. The remuneration of retired government servants shall be as per the DoE OM No 3-25/2020-EIHA dated 09/12/2020 2. The Transport allowance shall be fixed as per the DoE OM No.3- 25/2020-E.III-A dated 09/12/2020 and shall not be varied during the tenure of employment. 3. 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 for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed
11.	Roles and Responsibility	a. He/She shall be required to familiarize with various schemes under Min. of PNG b. He/She shall be required to conduct scheme audits all over India.
12.	Terms of Contract	The term of appointment shall be for a period of 06 months Note: The Consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity
13.	Method Of Selection	After examination of Applications and CVs, the shortlisted Candidates shall be called for interview on 16th July 2025. A selection committee shall make the final decision on the basis of work experience and performance in interview
14	Terms and Conditions	1. Only retired government Servants with qualifications as detailed above shall be considered eligible. 2. He/she shall not be entitled to any other allowance like HRA, CCA, accommodation, telephone etc 3. For official tours, the consultants shall be entitled to TA/DA as per their entitlement at the time of retirement 4. Incumbent shall have no right to get absorbed/regularized 5. 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. 6. The engagement can be discontinued at any time by the competent authority without assigning any reasons.
15	How To Apply	Application to be filled in the prescribed proforma is required to be sent to The Senior Accounts Officer(Admin) Pr. cum PAO, O/o Chief Controller of Accounts, Min. of Petroleum & Natural Gas, Room No. 314-A, 3 rd Floor, 'B'-Wing, Shastri Bhawan New Delhi - 110001 E-mailID : pao.png@nic.in 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 this office via post to above address or via email address given above by 08 th July 2025



Sr. Accounts Officer (Admin)

To,

1. Senior Accounts Officer(ITD), O/o the CGA with a request for publication on the website.
2. Technical Director, MoPNG with a request for publication on the website.

Annexure

Application for the post of consultant for conducting scheme audit on contract basis in the
O/o Chief Controller of Accounts, M/o Petroleum & Natural Gas, New Delhi

Advertisement No. :

1. Name in full (in Block Letters):
2. Father's/Husband's name:
3. Gender:
4. Date of Birth:
5. Age as on date of advertisement:
6. Present/Correspondence address:
7. Telephone/mobile/Email:
8. Permanent Address:
9. Educational Qualifications

Exams Passed	Name of the University	Year Passing	Subjects	Division	Percentage of marks obtained

1. 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	

2. Date of retirement:
3. Last Pay Drawn:
4. Office Last attended:
5. 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 decision of the Pr. cum PAO, M/o Petroleum & Natural Gas.

Signature
(Full name of the applicant)

Place:
Date: