



**PRINCIPAL ACCOUNTS OFFICE (ADMN.)
MINISTRY OF HOME AFFAIRS
ROOM NO. 6, IIND FLOOR, MDCN STADIUM
NEW DELHI – 110002**

Ph. : 23382549, E-mail : praoadmn-mha@mha.gov.in

No. 600/02/Pr.AO(Admn)/MHA/Consultant/2026-27/ 2156-2160 Dated : 10.07.26

CIRCULAR

Subject: - Engagement of 30 Nos. retired government Official (Retd. Senior Accountant/Accountant of accounting cadre in Central Govt. Departments/PSUs) as Consultants in PAO CRPF, New Delhi and PAOs of Delhi Police (DAO MHA) – reg.

Application from eligible and desirous candidates are invited from retired government Official (Retd. Senior Accountant/Accountant of accounting cadre in Central Govt. Departments/PSUs) having considerable experience of function of Government/Ministries/Departments, for engagement as on contractual basis for a period of initially one year as per the details given below: -

Position	Number of Post	Qualification and Eligibility Condition
Consultant (Retd. Senior Accountant/Accountant)	30 Nos. Pr.AO(MHA), New Delhi reserves the right to increase or decrease the number of vacancies or cancel the notification, at any stage, without assigning any reason whatsoever. No right will accrue to the candidate by virtue of the notification.	1. Retd. Senior Accountant/Accountant of accounting cadre in Central Govt. Departments/PSUs. 2. Must posses at least Graduate Degree in any discipline or CA/ICWA. 3. Must be conversant with functioning of Ministries/Departments and its organizations. Proficient in Noting and Drafting and well acquainted with Govt. Rules and Regulations. 4. Must have very good working knowledge of computer (MS Office/MS Excel/MS Power point/Internet/Email). Experience of having worked in e-

		Office. 5. Must possess experience in one or more of the following: - (a) Experience of Pension cases/pensionary benefits, pay fixation, commutation etc. (b) NPS/UPS cases. (c) GPF cases.
--	--	--

2. General Condition for the post: -

(a) **Period of engagement:** Initially for a period of one year or attaining the age of 65 years, whichever is earlier, which may be further extended depending upon requirement of Pr.AO (Admn.), MHA and approval of the competent authority.

(b) **Job Location:** Delhi.

(c) **Age :** Less than 64 years, as on last date of application.

(d) **Remuneration:** Last pay drawn minus pension plus applicable fixed transport allowances in terms of Ministry of Finance, Dept. of Expenditure OM No. F.No.3-25/2020-E.IIIA dt 09.12.2020. The amount so fixed shall remain unchanged for the term of engagement. There will be no annual increment/percentage increase, Dearness Allowances and House Rent Allowance.

(e) **Leave:** Paid leave may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.

(f) **Mode of Selection:** Application received in response to this advertisement will be shortlisted on the basis of experience and qualifications of applicants and selections will be made on the basis of personal interview by the screening committee. Only the short-listed candidates shall be called for the interview. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidates shall have to produce their biodata and certificates, in original for verification. The decision of the competent authority on selection of candidates shall be final.

(g) **Working hours:** Normal Office timings are from 09:30 AM to 06:00 PM which can be changed subject to exigencies of work without any additional

remuneration. May also be required to attend office on holidays depending of exigencies of work, without any additional remuneration.

(h) **How to apply:** Eligible retired government Official (Retd. Senior Accountant/Accountant of accounting cadre in Central Govt. Departments/PSUs), in good health may submit their applications/Bio-data in the enclosed format (completed in all respects) along with self-attested copies of PPO, Education Qualification certificate and Last Pay Certificate before the closing date of application on the following address. Application received with incomplete information or received beyond the closing date will not be considered.

The Senior Accounts Officer (Admn.)
Principal Accounts Office (Admn.)
Ministry of Home Affairs
Room No. 6, 2nd Floor
Major Dhyani Chand National Stadium
New Delhi - 110002

(i) Last date for receipt of application: **31 July 2026.**

3. The retired government Official (Retd. Senior Accountant/Accountant of accounting cadre in Central Govt. Departments/PSUs) after selection shall not claim for status of post which they held before/ at the time of retirement.


(Hirdesh Patel)

Dy. Controller of Accounts (Admn.)

Encl :- Bio-data proforma

Copy with a request to upload this OM on Official Website: -

1. The Dy. CGA, Internal Audit Division/ITD
O/o CGA, Ministry of Finance
Mahalekha Niyantrak Bhawan
E-Block, GPO, INA
New Delhi – 110003
2. Sr. Technical Director, NIC, MHA

Copy with a request to give wide Publicity:-

1. The Controller of Accounts/Dy.CA
Principal Accounts Offices (All Ministries/Department)
2. The DCA/ACA/Sr.AO(Admn.)
All the Departmental Accounting Organization
(all the Wings, Units and field Offices), Ministry of Home Affairs

3. The Sr. AO(Admn.) – For advertisement in Leading News paper
PAO (Sectt.), MHA

To,
The Senior Accounts Officer (Admn)
Pr. Accounts Office (Admn.)
Ministry of Home Affairs
Room No. 6, 2nd Floor
Major Dhayan Chand National Stadium
New Delhi – 110002
Ph. 23382549, email – praoadm-mha@mha.gov.in

BIO DATA FOR ENGAGEMENT AS CONSULTANT IN DAO MHA
(Retd. Senior Accountant/Accountant of accounting cadre in Central Govt.
Departments/PSUs)

1. PERSONAL INFORMATION

Name (in full)	Nationality	Date of Birth
Date of Entry in Govt. Service	Date of Retirement & Organisation from which retired (copy of PPO to be enclosed)	Mob. No.
Home Address (for correspondence) :		
Email address:		
Last pay drawn (Pay level and pay)/copy of LPC to be enclosed:		
Transport allowance at the time of retirement (attach proof/copy of LPC):		

2. EDUCATION HISTORY (highest qualification and other relevant majors)

NAME/LOCATION OF INSTITUTE	MAJOR SUBJECTS	DATE COMPLETED	TYPE OF DEGREE	FIELD OF SPECIALIZATION

3. EMPLOYMENT HISTORY (Please use additional sheet if necessary)

POSITION (Only as Sr.Acctt/Acctt.)	Office Name	Area of Working	Date of Employment (From – to)	Remarks

4. CONSULATANCY HISTORY (Including current engagement, if any)

(Please show details of your last 3 consultancies)

OFFICE NAME	TYPE OF SERVICE PERFORMED	DATE FROM – TO	

5. LANGUAGE PROFICIENCY (ABLE TO READ/WRITE/SPEAK)

1.	2.	3.
----	----	----

6. TRAINING ATTENDED

NAME OF THE TRAINING INSTITUTE	SESSION/MODULE & DURATION	PLACE/ORGANIZATION

7. COMPUTER SKILL

8. EXPERIENCE IN PENSION CASES/NPS/UPS/GPF/ACCOUNTS

9. ANY OTHER EXPERIENCE

10. CERTIFICATION :

I certify that all the above given information in my application is true, complete and correct. I understand that if I have misrepresented, given any false statement or deliberately hidden or withheld any required information or facts on this application and been subsequently offered appointment as consultant, it will be grounds for the withdrawal of any offer of appointment or immediate termination of my engagement with DAO MHA. I further authorized DAO MHA to check all personal and employment references and to verify all information I have provided in this application. I further declare that I was clear from vigilance angle at the time of my retirement. I have read all the relevant guidelines/orders issued by the competent authority in this regard and accept all the terms and conditions for engagement of consultants in DAO MHA.

Date & Place:	Name and Signature of Candidate
---------------	---------------------------------

To,
The Senior Accounts Officer (Admn)
Pr. Accounts Office (Admn.)
Ministry of Home Affairs
Room No. 6, 2nd Floor
Major Dhayan Chand National Stadium
New Delhi – 110002
Ph. 23382549, email – praoadm-mha@mha.gov.in

BIO DATA FOR ENGAGEMENT AS CONSULTANT IN DAO MHA
(Retd. Senior Accountant/Accountant of accounting cadre in Central Govt.
Departments/PSUs)

1. PERSONAL INFORMATION

Name (in full)	Nationality	Date of Birth
Date of Entry in Govt. Service	Date of Retirement & Organisation from which retired (copy of PPO to be enclosed)	Mob. No.
Home Address (for correspondence) :		
Email address:		
Last pay drawn (Pay level and pay)/copy of LPC to be enclosed:		
Transport allowance at the time of retirement (attach proof/copy of LPC):		

2. EDUCATION HISTORY (highest qualification and other relevant majors)

NAME/LOCATION OF INSTITUTE	MAJOR SUBJECTS	DATE COMPLETED	TYPE OF DEGREE	FIELD OF SPECIALIZATION

3. EMPLOYMENT HISTORY (Please use additional sheet if necessary)

POSITION (Only as Sr.Acctt/Acctt.)	Office Name	Area of Working	Date of Employment (From – to)	Remarks

4. CONSULATANCY HISTORY (Including current engagement, if any)

(Please show details of your last 3 consultancies)

OFFICE NAME	TYPE OF SERVICE PERFORMED	DATE FROM – TO	

5. LANGUAGE PROFICIENCY (ABLE TO READ/WRITE/SPEAK)

1.	2.	3.
----	----	----

6. TRAINING ATTENDED

NAME OF THE TRAINING INSTITUTE	SESSION/MODULE & DURATION	PLACE/ORGANIZATION

7. COMPUTER SKILL

8. EXPERIENCE IN PENSION CASES/NPS/UPS/GPF/ACCOUNTS

9. ANY OTHER EXPERIENCE

10. CERTIFICATION :

I certify that all the above given information in my application is true, complete and correct. I understand that if I have misrepresented, given any false statement or deliberately hidden or withheld any required information or facts on this application and been subsequently offered appointment as consultant, it will be grounds for the withdrawal of any offer of appointment or immediate termination of my engagement with DAO MHA. I further authorized DAO MHA to check all personal and employment references and to verify all information I have provided in this application. I further declare that I was clear from vigilance angle at the time of my retirement. I have read all the relevant guidelines/orders issued by the competent authority in this regard and accept all the terms and conditions for engagement of consultants in DAO MHA.

Date & Place:	Name and Signature of Candidate
---------------	---------------------------------