



Government of India
Ministry of Chemicals & Fertilizers
Office of Chief Controller of Accounts
Department of Fertilizers
'A' Wing 7th Floor, Janpath Bhawan,
Janpath, New Delhi-110001.

Pr.AO/Admn/Consultants/2024-25/E-36465/1110-1111 Dated: 03.08.2026
CIRCULAR

Sub: Engagement of 01 (One) retired Sr. Accounts Officer as Consultants for Internal Audit Wing of O/o CCA M/o Chemicals and Fertilizers-reg.

Applications in prescribed format (as per Annexure) are invited from suitable candidates for engagement as Consultant in O/o CCA, M/o Chemicals and Fertilizers, 7th Floor, A-Wing, Janpath Bhawan, Janpath, New Delhi-110001.

1.	Name of Post	Consultant for Internal Audit
2.	Number of Posts	01
3.	Period of Engagement	Till 31.03.2027 from Date of Approval of Final Selection
4.	Job Location	Anywhere in India
5.	Age Limit	Age Limit maximum is 64 years as on 01.08.2026
6.	Educational Qly.	Graduate in any discipline
7.	Experience Required	1. Retired officers at the levels of Sr. AO under the Panel of <u>Controller General of Accounts/C&AG</u> 2. Experience in Internal Audit of Civil Ministries 3. Knowledge of Accounting Rules/Regulation/Procedures, 4. Financial Reporting Payment functions & PFMS 5. Knowledge of Procurement of Goods & Services, Execution of Works, Tenders and Contracts. 6. Knowledge of establishment related rules. 7. Knowledge & ability of analyzing account of Autonomous Bodies/ Public Sector Units 8. Relaxation in experience/terms and conditions shall be decided by the Competent Authority.
8.	Eligibility Condition	A. He/she must have retired in past 4 years. B. Persons with experience in Risk Based Scheme Audit and having attended long term training on Audit shall be Preferred.

9.	Remuneration/Salary	1. The remuneration of retired government servants shall be as per the DoE O.M. No.3-25/LOGO-EIIIA dated 09/12/2020. 2. The Transport allowance shall be fixed as per the DoE O.M. No.3- US/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 4. No HRA shall be paid
10.	Leave	A. 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 Responsibility and	1. He/She shall be required to familiarize with various schemes Under Min. of Chemicals & Fertilizers. 2. He/ She shall be required to conduct scheme audits all over India.
12.	Terms of Contract	1. The term of appointment shall be for a period till 31.03.2027 from Date of approval of Final Selection. 2. One month prior notice to be served to this office before quitting the job.
13.	Method Of Selection	A. After examination of Applications and CVs, the shortlisted Candidates will be communicated through e-mail/telephonically. B. A Selection Committee shall make the final decision on the basis of work experience and performance in interview
14.	Terms and Condition	1. Retired Officers at the levels of Sr.AO under the panel of Controller General of Accounts/C&AG. 2. Experience in Internal Audit of Civil Ministries. 3. Knowledge of Accounting Rules/Regulation/ Procedures, Financial Reporting Payment functions & PFMS. 4. Knowledge of Procurement of Goods & Services, Execution of Works, Tenders and Contracts. 5. Knowledge of establishment related rules. 6. Knowledge & ability of analyzing account of Autonomous Bodies/ Public Sector Units. 7. Relaxation in experience/terms and conditions shall be decided by the Competent Authority.

15.	How to Apply	1. Application to be filled in the prescribed proforma is required to be sent to The Senior Accounts Officer (Admn) , O/o Chief Controller of Accounts, Ministry of Chemicals & Fertilizers, Room No. 711 -A, 7th Floor, A'-Wing, Janpath Bhawan, Janpath, New Delhi - 110001. 2. E-mail id: admn-paofert@gov.in 3. No TA/DA shall be payable to attend the interview. 4. Original documents shall be brought by the candidate in support of eligibility at the time of interview for verification. 5. The completed application should reach this office via post/ email to above address given by 10.08.2026 at 12.00 Noon.
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Sr. Accounts Officer (Admn.)

To,

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

Application for the post of Consultant for conducting scheme audit on contract basis in the O/o Chief Controller of Accounts, M/o Chemicals and Fertilizers, New Delhi.

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:

Educational Qualifications

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

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	

1. Date of retirement:
2. Last Pay Drawn:
3. Office Last attended:
4. Any other relevant information:
5. Copy of PPO:-

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 in eligibility 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 M/o Chemicals and Fertilizers.

Signature
(Full name of the
applicant)