

भारत सरकार  
मुख्य लेखा नियंत्रक कार्यालय  
प्रधान एवं वेतन लेखा कार्यालय  
इलेक्ट्रॉनिकी और सूचना प्रद्वयौगिकी मंत्रालय  
इलेक्ट्रॉनिक्स निकेतन  
6 सी. जी.ओ. कॉम्प्लेक्स, नई दिल्ली-110003  
दूरभाष: 24301164, 24301165  
फैक्स: 011-24392191



GOVERNMENT OF INDIA  
OFFICE OF THE CHIEF CONTROLLER OF ACCOUNTS  
PRINCIPAL CUM PAY AND ACCOUNTS OFFICE  
MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY  
ELECTRONICS NIKETAN  
6, CGO COMPLEX, NEW DELHI-110003  
PHONE: 24301164, 24301165  
FAX: 011-24392191

No. Pr. AO/ / MEITY/ Admn/ IAW/ 2025-26/ 1789

Dated 06.10.2025

**CIRCULAR**


**SUB: Engagement of 01 retired officers (Sr.AO/AO) empanelled with O/o CGA as Consultants for Internal Audit Wing of MEITY.**

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

1	Name of the Post	Consultant
2	Number of Posts	01
3	Period of Engagement	1 Year
4	Job Location	Delhi
5	Age limit	Age limit is 63 years
6	Educational qualifications	Graduate in any discipline
7	Experience Required	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& PFMS. c. Knowledge of Procurement of Good & Services, Execution of Works, Tenders and Contracts. d. Knowledge of basic computer functions and MS office
8	Eligibility Conditions	The retired officer (Sr. AO / AO) must be empanelled with O/o CGA as consultant.
9	Remuneration/ Allowances	The remuneration of retired government servants shall be as per the D/o Expenditure O.M. 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. <u>"A fixed monthly remuneration by deducting basic pension from the pay drawn at the time of retirement shall be paid"</u> . 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	a. Internal Audit of units and schemes of M/o Electronics and IT under O/o Chief Controller of Accounts and preparation of audit reports.

		b. Assist in Settlement of outstanding audit paras, 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 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 (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. Discontinuation of service shall be allowed after 1 month of advance notice subject to submission of Report of Audit / work allocated to the consultant.
15	How to Apply	Application to be filled in the prescribed proforma required to be sent to: <b>Senior Accounts Officer (Admin)</b> <b>Pr. cum Pay &amp; Accounts Office,</b> <b>M/o Electronics and Information Technology</b> <b>6, CGO Complex</b> <b>Lodhi Road</b> <b>New Delhi 110003.</b> <u>E-mail ID: pao-dit@nic.in</u>  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 17/10/2025.

This issues with the approval of the Chief Controller of Accounts, MEITY.

  
 06.10.20  
 (Rajendra Singh Yaduvanshi)  
 Senior Accounts Officer (Admin)

To:

1. Sr. AO (ITD), O/o Controller General of Accounts, with a request to publish on CGA website