

**GOVERNMENT OF INDIA
PRINCIPAL ACCOUNTS OFFICE
MINISTRY OF INDUSTRY
517-D, UDYOG BHAWAN
NEW DELHI**

No.Pr.AO/Apptt/Consultant/Admn/2025-26/ 327

Dated 19-05-2025

CIRCULAR

Sub:- Engagement of 3 retired officers(ACA/Sr.AO/AAO) empanelled with Office of CGA as consultants for Internal Audit Wing of Ministry of Industry.

Application in the prescribed format (as per Annexure) are invited from suitable candidates, ie, those empanelled as consultant with office of CGA/C&AG for engagement as consultant in Office of CCA, Ministry of Industry, 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 (FY 2025-26)
4	Job Location	Delhi
5	Age Limit	Maximum age limit: Not more than 64 years as on 01-04-2025
6	Educational Qualification	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, and payment functions, Commercial Accounting & PFMS c) Knowledge of procedure of Goods & Services, Executions of works, tenders & Contracts d) Knowledge of basis computer functions and MS office.
8	Eligibility conditions	The retired officer (ACA/Sr.AO/AAO) must be empanelled with Office of CGA/C&AG as consultant
9	Remuneration	The remuneration of retired Government servants shall be as per 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 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 will not be allowed	
11	Roles and responsibilities	a.	Internal audit of units of Ministry of Industry under office of CCA 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	Tenure of contract	1 year	
13	Method of selection	After examination of applications and CVs, the shortlisted candidates 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/AAO) with qualifications as detailed above shall be considered eligible.
		b.	Consultant shall not be entitled to any other allowance such as 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 personnel shall not divulge 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 be given one month advance notice in case of discontinuation of his/her services to o/o CCA
15	How to Apply	<p>Application to be filled in the prescribed proforma is required to be sent to: Sr. Accounts Officer(Admn) Principal Accounts Office (Admn), M/o Industry, 517-D, Udyog Bhawan, New Delhi – 110011 Email: prao-dipp@nic.in</p> <p>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.</p> <p>The complete application should reach the above address by 02-06-2025.</p>	

This issues with the approval of CCA, Ministry of Industry, New Delhi.

(Sunder Kumar)

Senior Accounts Officer(Admn)

To,
Sr. Accounts Officer (ITD), O/o CGA, New Delhi with the request for publication on the website.

ANNEXURE

Application for the post of Consultants under Office of CCA, Ministry of Industry.

1. Name in full (in Block Letters) :
2. Gender :
3. Date of Birth :
4. Age as on 01-04-2025 :
5. Correspondence Address :
6. Telephone/Mobile/e-mail :
7. Permanent Address :
8. Educational Qualification :

Exam passed	Name of university	Year of Passing	Subject	Division	Percentage marks obtained

9. Experience details of all previous and present employment:

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

10. Date of retirement :
11. Last Pay Drawn :
12. Any other information of relevance :

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 Department.

Signature
(Full Name of the Applicant)

Place: