

Government of India
Ministry of Earth Sciences
Departmental Accounting Organization
O/o the Controller of Accounts
Room No. 304, Prithvi Bhawan
Lodhi Road, New Delhi-03

No. PrAO/MoES/Admn/Consultation Fee/2025-26/ 1036

Dated 24/12/2025

CIRCULAR

Sub: Engagement of 01 retired officers (ACA/Sr.AO/AAO) empaneled with O/o CGA as Consultants for Internal Audit Wing, MoES.

Applications are invited from suitable candidates i.e. those empaneled as a consultant with O/o CGA for engagement as Consultant (Retired ACA/Sr.AO/AAO) in O/o CA, M/o Earth Sciences, 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	Upto March 2026, which can be further extended subject to approval of competent authority.
4	Job Location	Delhi.
5	Age Limit	Maximum Age limit is 64 years as on 31/03/2026
6	Education 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. E. Knowledge of establishment and administration matters
8	Eligibility Conditions	The retired officer (ACA/Sr.AO./AAO) 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 OM No 3-25/2020-E,III-A dated 09/12/2020. The transport allowance shall be fixed (max Rs. 7200/-) as applicable on the date of Engagement and shall not be 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 may not be allowed.
11	Roles and Responsibilities	A. Internal Audit of units of Ministry of Earth Sciences under O/o Controller of Accounts and preparations of audit reports.

		<p>B. Assist in Settlement of outstanding audit paras, preparation of Annual Audit plan and Annual Audit review.</p> <p>C. Any other task assigned by the competent authority</p>
12	Method of Selection	After examination of Application and CVs, the shortlisted candidates shall be called for interview. The selection committee make the final decision on the basis of performance of candidates in interview.
13	Terms and conditions	<p>A. Only retired government servants (ACA/Sr.AO/AAO) with qualifications as detailed above shall be considered eligible.</p> <p>B. Consultant shall not be entitled to any other allowance like HRA, CCA, accommodation, telephone etc.</p> <p>C. For official tours, the consultants shall be entitled to TA/DA as per their entitlement at the time of retirement.</p> <p>D. Incumbent shall have no right to get absorbed/regularized.</p> <p>E. The engagement 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.</p> <p>F. Consultant can be terminated at any time by the Competent Authority.</p> <p>G. Consultant shall give one-month advanced notice in case of discontinuation of his/her services to O/o CA.</p> <p>H. The consultant shall sign an agreement</p> <p>I. a clause on Ethics and Integrity.</p>
14	How to Apply	<p>Candidates willing to apply may send their CVs/Biodata to Sr. Accounts Officer (Admin) Pr. Accounts Officer, M/o Earth Sciences, Prithvi Bhawan, Lodhi Road New Delhi 110003. E-mail ID : prao.moes@gov.in No TA / DA shall be payable to attend the interview. The completed application should reach the above addressee within 10 (ten) days of publication of this advertisement on the website of CGA..</p>

This issues with approval of competent authority vide note#478 of e-office file no 9285.


Sr Accounts Officer (Admn.)

Copy to -:

- ✓ 1. Sr. AO (ITD), O/o CGA with a request for publication on the website.