

कार्यालय महानिदेशक वाणिज्यिक लेखापरीक्षा, चेन्नै
Office of Director General of Commercial Audit, Chennai
इंडियन आईल भवन, स्तर - २, १३९, महात्मा गाँधी मार्ग, चेन्नै - ६०००३४
Indian Oil Bhavan, Level- 2, 139, Mahatma Gandhi Road, Chennai - 600034
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No.DGCA/ADMN.IV/4-13/2022-23/403

Date: 14.11.2022

NOTIFICATION

Applications are invited from retired Stenographer/ Personal Assistant/ Private Secretary/ Senior Private Secretary to work as consultant in the post of Stenographer on short term contract basis in the Office of the Director General of Commercial Audit, Chennai.

The vacancy position is two.

The work is assigned on short term contract basis initially for a period of one year. The period of such contract can be further extended up to a maximum of 5 terms which is subject to performance and requirement of service of or till they attain the age of 65 years whichever is earlier.

Eligibility criteria:-

1. For Stenographer - Retired Senior Private Secretary/ Private Secretary/ Stenographer Grade-I are eligible for hiring.

The retired person engaged on short term contract basis is entitled for a fixed remuneration as prescribed by Headquarters Office. The following terms and conditions are applicable to the contractual officers.


1. Age should not be beyond 65 years as on 01.11.2022.
2. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. No annual increment/percentage increase, Dearance Allowance and House Rent Allowance shall be allowed during the contract period. Further, an appropriate and fixed amount as Transport Allowance for the purpose of commuting between residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment.
3. Paid leave of absence may be allowed at the rate of 1.5 days for each completed months of service to the retired officer/official hired on short term contract basis. Accumulation of leave beyond a calendar year may not be allowed. However, absence during curfew, bandh, strike, lockdown shall be dealt with in a similar way as in the case of serving officers/officials.
4. If retired officer/official hired on short term contract basis remain absent, beyond paid leave in a month for reasons other than those indicated above, his/her remuneration shall be deducted on pro-rata basis as under:

Fixed monthly remuneration X No. of days of absence on working days

5. All rules and orders in existence or to be issued from time to time regarding attendance, duties and official discipline etc. shall automatically be applicable to the contractual officers.
6. Statutory deductions levied by the Union/State Government shall be made as per rules.
7. The period of contract may be terminated at any time at the discretion of the Director General, Office of the Director General of Commercial Audit, Chennai.

Retired Senior Private Secretary/ Private Secretary/ Stenographer Grade-I fulfilling the eligibility criteria and willing for the above assignment may submit their applications in the prescribed proforma to the **Deputy Director (Admn.), Office of the Director General of Commercial Audit, Chennai on or before 20.11.2022.**

This issues with the approval of Director General of Commercial Audit, Chennai.


(K. Viswanathan)
Deputy Director (Admn)

To

1. **All Heads of Departments in IA&AD**
2. All Sections/RAPs/LAPs - With a request to give wide publicity among all the employees.
3. Notice Board.

**APPLICATION FORM FOR RETIRED SENIOR PRIVATE SECRETARY/PRIVATE
SECRETARY/STENOGRAPHER TO BE ENGAGED AS CONSULTANTS ON
SHORT TERM CONTRACT BASIS**

PROFORMA

Affix recent
Passport size
photo

1.	Name of the officer	
2.	Date of Birth	
3.	Age as on 01.11.2022	
4.	Qualification (a) Educational (b) Professional	
5.	Date of entry in the Government Service	
6.	Name of the office from which retired	
7.	Length of service in various grades (Steno/PA/PS/Sr. PS)	
8.	Date of Retirement	
9.	Post held at the time of Retirement	
10.	In case of Voluntary retirement, grounds on which retired	
11.	Experience	Attach separate sheet alongwith copies of APARs for 5 years.
12.	Additional information, if any, on professional training, work experience relevant to post	

Signature of the Applicant