



महालेखाकारकाकार्यालय (ले.व ह.)मेघालय ,शिलांग-793001

OFFICE OF THE ACCOUNTANT GENERAL (A&E)

MEGHALAYA, SHILLONG-793001

Phone: 2224880 (O)/ Fax: 0364-2223103

'लोकहितार्थसत्यनिष्ठा'  
"Dedicated to Truth  
And Public Interest"

Estt-I /STC/2018-2022/2200

Dated: 16.12.2022

### CIRCULAR

Applications are invited from retired Sr. Private Secretary/Private Secretary to work as consultant in the post of Private Secretary on short term contract basis in the Office of the Accountant General (A&E), Meghalaya, Shillong. The vacancy available in the cadre of Private Secretary is 1 (one).

Selected person will be engaged on short term contract basis initially for a period up to one year. The maximum number of such terms is restricted to 5 (five). Continuation/extension of contract is subject to performance of the consultant. The contract is liable to be terminated if the requirement of service in the Office ceases to exist or when the consultant attains the age of 65 years, whichever is earlier.

#### Eligibility criteria:-

Retired Sr. Private Secretary/Private Secretary in IA&AD are eligible to be hired to the post of Private Secretary.

#### The following terms and conditions are applicable to the contractual officers.

1. Age should not be beyond 65 years as on 01.12.2022.
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, Dearness Allowance and House Rent Allowance is allowed for 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.
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. (Fixed monthly remuneration x number of days of absence on working days) 22.
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 Accountant General, (A&E), Meghalaya, Shillong.
8. The retired official hired on short term contract basis shall sign an agreement of confidentiality containing a clause of Ethics and Integrity

Retired Senior Private Secretary/Private Secretary fulfilling the eligibility criteria and willing to be engaged as per the terms and conditions above may submit their application addressed to the Accountant General, (A&E), Meghalaya, Shillong **on or before 22.12.2022.**

**This issues with the approval of the Accountant General (A&E), Meghalaya, Shillong.**

  
**Sr. Dy. Accountant General (Admn)**

Memo No. Estt-I /STC/2018-2022/2208-2210

Dated: 16.12.2022

To

1. All Heads of Departments in IA&AD
2. Sr. AO/Record-I
3. Notice Boards

  
**Establishment Officer**

**APPLICATION FORM FOR RETIRED SENIOR PRIVATE SECRETARY/PRIVATE  
SECRETARY 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 01.12.2022	
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	
12	Additional information, if any, on professional training, work experience relevant to post	

Signature of the Applicant