

**OFFICE OF THE  
ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL**  
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O.O.No. Admn.I/13-20/ Vol- V/270

22.01.2024

**Circular**

Pleased find enclosed the copy of the following circular regarding the Engagement of Consultant on short term contract basis:

Sl. No.	Details of the letters	Content of the letter
01	Circular Letter no. RCB & KI /J/A/2023-24/849 dated 11.01.2024 issued by O/o the <b>Director General Regional Capacity Building and Knowledge Institute, Jammu.</b>	Engagement of retired Sr. Audit Officer to work as consultant on short term contract basis against one (01) post in cadre of Sr. Administrative Officer (Knowledge Centre) in O/o the Director General Regional Capacity Building and Knowledge Institute, Jammu. Further it is stated that the ex-officer with Defence background would be given preference.  Retired officers may submit their application alongwith proforma (attached) duly filled in all respect and the same must reach to that office by <b>25.01.2024.</b>

*Encl: As stated above*

  
Sr. Audit Officer/Admn.I

Copy to

1. Sr. Audit Officer/EDP-SC (AMG-I) for disseminating at official website
2. Secretary to the Accountant General (Audit-II), W.B
3. Notice Board

Admn, 4/4/11/2  
Date 15.01.2024

**O/o THE DIRECTOR GENERAL REGIONAL CAPACITY BUILDING &  
KNOWLEDGE INSTITUTE, JAMMU**

No: RCB & KI/J/A/2023-24/849

Dated: 09-01-2024

To

All CAG Offices (as per mailing list)

Subject:

Hiring of Sr. Audit Officer, as consultant on 01 post of Sr. Administrative Officer (KC) in this office regarding.

Madam/Sir,

The applications (proforma attached) from desirous retired officers of the rank of **Sr. Audit Officer** are invited for the assignment in this office against 01 vacant post of Sr. Administrative Officer (Knowledge Centre) in accordance with terms and conditions prescribed by Headquarters 'Office vide Circular No: 30 issued under No: 1346-Staff (App.)-1/22-2016 dated 26-09-2023.

1. **Eligibility:** - Retired Sr. Audit Officer shall be eligible for hiring against the vacancy in the cadre of Sr. Administrative Officer(KC). The ex-officer with Defence background would be given preference.
2. **Tenure and age limit:** - The retired officer will be hired on a short term contract basis initially for a period of one year. The maximum number of term shall be five years. Age should not be beyond 65 years as on 01-01-2024.
3. **Remuneration and allowance payable:** -
  - i. Remuneration and allowance payable to retired officer will be governed by OM No. 3-24/2020-E.III A dated 09-12-2020 issued by the Department of Expenditure, Ministry of Finance Government of India, New Delhi as under.
    - a. A fixed monthly amount shall be admissible, arrived 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 the contract.
    - b. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed, not exceeding the rate applicable to the appointee at the time of his/her retirement.
    - c. No annual increment/percentage increase. Dearness Allowance and House Rent Allowance shall be allowed during the contract.
4. **Leave:** -
  - a. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service to the retired officer hired on short term contract basis. Accumulation of leave beyond a calendar year may not be allowed. However, absence during bandh, strike, lockdown should be dealt with a similar way as in the case of serving officers/officials.
  - b. If retired officer 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: -

Shobhita Ph.  
15/1/24



Fixed monthly remuneration × No. of days of absence on working  
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**5. Duties assignable and other condition:**

- a. The retired officer hired on short term contract basis shall be responsible for the duties related to the post against which hired as well as any other duties or responsibilities assigned by the Head of Department (HoDs).
- b. Statutory deductions levied by the Union/Government shall be made as per rules.
- c. The appointment will be purely on temporary basis and is subject to termination at any time.
- d. The retired officer hired on short term basis shall sign an agreement of confidentiality containing a clause on Ethics and integrity.

6. The retired officer who fulfill the eligibility criteria and willing for the above assignment may submit application and proforma (attached) duly filled in all respect and the same must reach to this office by **25-01-2024**.

It is requested that wide publicity may kindly be given to this notification.

This issues with the approval of the Director General, RCB & KI, Jammu.

(Encl: Proforma)

**Yours faithfully,**

Sd/-

**Sr. Administrative Officer (A)**