



प्रधान महालेखाकार (लेखापरीक्षा - I) का कार्यालय, ओडिशा, भुवनेश्वर
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA: BHUBANESWAR

Circular No. 30

Date: 18.08.2025

Sub: Hiring of retired Senior Audit Officers (Commercial) in the office of the DGCA, Mumbai – reg

A copy of Notification dated 06.08.2025, inviting applications from retired Senior Audit Officers (Commercial) specialist in Oil Sector on short term contract basis in the Office of the Director General of Commercial Audit, Mumbai for one post being operated against vacancies in the cadre of Senior Audit Officer (Commercial) is enclosed herewith for information of all concerned.

Encl: As above.

Sd/-

Senior Audit Officer/ Admn

Memo No. Admn. (Audit-I)/Gen/24/Misc. Matters/2025-26/1159

Date: 18.08.2025

Copy for information and necessary action forwarded to:

- ✓ 1. AAO/ DA&RC for uploading this information in the office website.
2. Notice Board.
3. Circular Guard File.

P. S. S. S.
Senior Audit Officer/ Admn

Sri Anil S. S.
18/08

1574
D: 11/8/25

महानदेशक वाणिज्यिक लेखा
परीक्षा मुंबई
भारतीय लेखापरीक्षा एवं लेखा
विभाग

सी-25, ऑडीट भवन, 8 वाँ
तल, बादरा कुर्ला कॉम्प्लेक्स,
बोदो (पू), मुंबई-400 051



**Director General of Commercial Audit,
Mumbai**

Indian Audit & Accounts Department

C-25 Audit Bhavan, 8th floor, Bandra-Kurla Complex, Bandra (East), Mumbai-400 051

संख्या:डीजीसीए/प्रशा/सलाहकार के पद पर नियुक्ति पत्राचार/2025-26/ दिनांक 06.08.2025

NOTIFICATION · 388

Applications are invited from Retired Senior Audit Officers (Commercial) Specialist in Oil Sector on short term contract basis in the Office of the Director General of Commercial Audit, Mumbai for one post being operated against vacancies in the cadre of Senior Audit Officer (Commercial) in accordance with terms and conditions prescribed by Headquarters Office Circular No. 25-2025 No.1180-Staff (App.)-I/22-2016 dated 08.07.2025.

The following broad terms and conditions will be applicable to the contractual Officers: -

1. Age should not be beyond 65 years.
2. Retired persons would be initially hired for a period of one year, extendable upto a maximum of five terms subject to performance and requirement of service.
3. Remuneration and allowances payable will be governed by OM No. 3-25/2020-E.III A dated 09.12.2020, issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi, which is as under.
 - a. 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 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 retirement.
 - c. No annual increment/percentage increase, Dearness allowance and House Rent Allowance shall be allowed during the contract.
4. Paid leave of absence shall be allowed at the rate of 1.5 days for each completed month of service to the retired Officers hired on short term contract basis. Accumulation of leave beyond a calendar year may not be allowed. However, absence during curfew, bandh strike, lockdown should be dealt with in a similar way as in the case of serving officers.
5. If retired officer hired on short term basis remain absent, beyond paid leave in a month for reasons other than those indicated above, his/her remuneration

Dr. Satya, Ar. 5.
11/24/25

shall be deducted on pro-rata basis as under:

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

22

6. Statutory deductions levied by the Union/State Government shall be made as per rules.
7. The appointment will be purely on temporary basis and is subject to termination at any time.
8. The retired Officers selected to be hired on short term contract basis shall sign an agreement of confidentiality containing a clause on Ethics and integrity.
9. Deliverables and Other Conditions are enclosed separately.
10. Retired Sr. AOs (Commercial) with a prior experience of working in oil sector audit (upstream/downstream) shall be preferred.

Retired Officers of the IA&AD, fulfilling the eligibility criteria and willing for the above assignments may submit their Bio- data. Applications duly filled in all respects must reach the undersigned either by post or through email at admin.mum.mab2@cag.gov.in latest by 18.08.2025.

(vide orders of Director General dated- 05.08.2025)

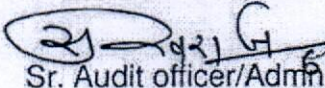
Sd/-

Deputy Director/Hqrs

Encl: Application form

Copy to :

1. Notice Board
2. All Heads of Department in IA&AD as per mailing list (Except overseas offices)
3. IT Section -Website publication.


Sr. Audit officer/Admin 18/8/25

APPLICATION FORM

AFFIX RECENT PASSPORT SIZE PHOTO

Sl No.	Particulars	
1	Name of the Retired Officer Residential address for communication, email id Mobile Phone No.	
2	Date of Birth	
3	Qualification a. Educational b. Professional	
4	Date of entry to Government service	
5	Name of the Office from which retired	
6	Length of Service	
7	Date of Retirement	
8	Post held at the time of Retirement	
9	In case of Voluntary retirement, ground on which retired	
10	Experience	Attach separate sheet along with copies of APARs for 5 years
11	Additional information, if any, on Professional Experience training, work relevant to the post	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

SIGNATURE OF APPLICANT

Date

Deliverables and other conditions:

- (a) In field offices, retired officers hired on a short –term contract basis shall be responsible for performing the duties related to the post against which they are hired, as well as any other duties or responsibilities assigned by their respective Heads of Departments (HoDs), unless otherwise specified in this circular.
- (b) The duties or deliverables expected from the hired officials and the time frame to complete the said deliverables should be explicitly stated for each post in the advertisement published by the field office. This will enable their respective HoDs to assess and measure their performance against each deliverable.
- (c) The hired officials will not sign the PPOs, GPF statements, monthly accounts and correspondences made outside IA&AD, etc. These documents shall be signed by a regular officer only.
- (d) Retired officers shall, as far as possible, not be deputed on field audit duties/inspection. In case of exigencies, with the approval of the HoD, they may be deputed on field audit duties and TA/DA shall be paid as per their entitlement at the time of retirement. Even in such cases, they shall not issue any audit/inspection memo which will be issued by a regular officer only.
- (e) Retired officers hired on short term contract basis are not authorized to either write or review the APARs of regular staff. In such cases, the officer just above the regular employee in the hierarchy will act as the Reporting Officer/Reviewing Officer.