

Answer Key: Set 2

प्रधान महालेखकर कार्यालय (लेखा परीक्षा - II) पश्चिम बंगाल
OFFICE OF THE Pr. ACCOUNTANT GENERAL (AUDIT-II) WEST BENGAL
3rd MSO BUILDING, CGO COMPLEX, 5TH FLOOR, DF BLOCK, SECTOR-I,
SALT LAKE KOLKATA - 700 064

O.O.NO.Admn. /13-20/Vol.V/25-26/370

Dated: 12.03.2026

कार्यालय परिपत्र

निम्नलिखित परिपत्र का संलग्न पाएं:

SL. No.	Details of the letter	Content of the letter
01	Circular no.Admn/Audit/2025-26/247 dated 11.03.2026	<p>कार्यालय पीएजी (ऑडिट), मेघालय शिलांग के कार्यालय में निजी सचिव के संवर्ग में एक रिक्ति के विरुद्ध अल्पकालिक अनुबंध के आधार पर सलाहकार के रूप में कार्य करने के लिए सेवानिवृत्त वरिष्ठ निजी सचिव / निजी सचिव की नियुक्ति किया जाना है।</p> <p>सेवानिवृत्त अधिकारी अपने आवेदन 31.03.2026 को या उससे पहले कार्यालय पीएजी (ऑडिट), मेघालय शिलांग को जमा कर सकते हैं।</p> <p>Hiring of retired Sr. Private Secretary/Private Secretary to work as consultant in the post of Private Secretary on short term contract basis against one vacancy in the cadre of Private Secretary in O/o the PAG (Audit), Meghalaya Shillong.</p> <p>Retired officials may submit their applications to O/o the PAG (Audit), Meghalaya Shillong on or before 31.03.2026.</p>

संलग्न: उपरोक्त

Digitally signed by
ASHUTOSH BISWAS
Date: 12-03-2026
14:09:44

वरिष्ठ लेखापरीक्षा अधिकारी / प्रशा.।

प्रतिलिपि:

1. प्रधान महालेखाकार (लेखा परीक्षा-II), पश्चिम बंगाल के सचिव को
2. वरिष्ठ लेखापरीक्षा अधिकारी/ईडीपी-एससी को आधिकारिक वेबसाइट पर प्रसार हेतु।
3. सूचना पट्ट।

त.पाल
12/03/26
सहायक लेखापरीक्षा अधिकारी / प्रशा.।

dt: 11/03/26

कार्यालय प्रधान महालेखाकार
(लेखापरीक्षा),
मेघालय, शिलॉंग- 793001
"ऑडिट भवन"



OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (AUDIT),
MEGHALAYA, SHILLONG - 793001.
"AUDIT BHAWAN"

सं./No.Admn/Audit/2025-26/ 247

दिनांक/Dated:11.03.2026

परिपत्र/CIRCULAR

Applications are invited from retired Sr. Private Secretary/Private Secretary to work as consultant in the post of Private Secretary on short contract basis in the Office of the Principal Accountant General (Audit), 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 01.03.2026.
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 as under. 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.

Shahrukh pl.
11/03/26

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 Principal Accountant General (Audit), 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 Secretaries/Private Secretaries fulfilling the eligibility criteria and willing to be engaged as per the term and conditions above may submit their application addressed to the Principal Accountant General (Audit), Meghalaya, Shillong on or before 31.03.2026.

यह प्रभान महालेखाकार की स्वीकृति से जारी किया गया है।

This issues with the approval of the Principal Accountant General.

Sd/-

वरिष्ठ उप महालेखाकार (प्रशासन)

Sr. Deputy Accountant General (Admn)

Memo.No. Admn/Audit/Consultant/Vol.III/202526/ 3328-29

दिनांक/Dated:11.03.2026

To

1. All Heads of Departments in IA & AD.
2. Notice Boards.

स्थापना अधिकारी 3/26
Establishment Officer

Below
secor

APPLICATION FORM FOR ENGAGEMENT OF SHORT-TERM CONTRACT BASIS AS PRIVATE SECRETARY.

Affix recent
Passport size
photo

PROFORMA

1.	Name of Official (in Block letter)	
2.	Date of Birth	
3.	Age as on 01.03.2026	
4.	Qualification: Educational: Professional	
5.	Date of entry in Government Service	
6.	Date of retirement	
7.	Name of office from which retired	
8.	Post held at the time of Retirement	
9.	Length of service in various grades (Steno/PA/Sr.PS)	
10.	In case of voluntary retirement, grounds on which retired.	
11.	Experience	
12.	Additional information, if any, on professional training and work experience relevant to post	
13.	Copy of APAR enclosed for 05 years	

Date:

Signature of the Applicant.