

महालेखाकार (लेखापरीक्षा-I) का कार्यालय, कर्नाटक, बेंगलूरु
OFFICE OF THE ACCOUNTANT GENERAL(AUDIT-I) KARNATAKA,
BENGALURU

No. AG(Audit-I)/Admin.I/A2/2026-27/72

Date: 29.06.2026

CIRCULAR/ परिपत्र

Applications are invited from retired Sr. Private Secretary/Private Secretary/ Stenographer Grade I & Grade II for being appointed on short term contract basis to TWO posts of Stenographer (Grade I/Grade II) in the Office of the Accountant General (Audit-I), Karnataka in accordance with the Guidelines issued by the Office of the Comptroller and Auditor General of India in Circular No.25-2025 No.1180-Staff (App.)-I/22-2016 Dt. 08.07.2025 and as amended from time to time.

Terms and conditions of appointment on short term contract are as under:

1. The applicant should not be aged 65 years as on 31-07-2026. No retired officers/officials shall be hired beyond the age of 65 years.

2. Tenure and age limit:

The period of contract shall be initially up to a period of one year extendable based on the performance and requirement of services. The maximum number of terms shall be restricted to five.

3. Remuneration and Allowances:

Remuneration and allowances payable to retired officers/officials shall 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:

i.) 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.

ii.) 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.

iii.) No annual increment/percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract.

4. Leave:

Paid leave of absence shall be allowed at the rate of 1.5 days for each completed month of service to the retired officers/officials 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.

If retired officers/officials 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

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5. Duties assignable and other conditions:

- i.) To take notes, type them, and dispose of them.
- ii.) In charge of the library of the officers to whom they are attached and will be responsible for the maintenance of the codes and manuals in their charge.
- iii.) Collection of information and
- iv.) Compilation of data in given form.
- v.) Opening new files and maintenance of current files.
- vi.) Sending of routine reminders and acknowledgements.
- vii.) Typing of essential or confidential documents including other typing work considered necessary in administrative interest.
- viii.) Screening of telephone calls and the visitors in a tactful manner.
- ix.) Fixing appointments/cancellation of appointments.
- x.) Keeping an accurate list of engagements, meetings etc, and reminding the officer sufficiently in advance of such engagements, meetings etc.
- xi.) Maintaining proper order, the papers required to be retained by the officer.
- xii.) Keeping a note of file movement.
- xiii.) Destroying by burning the stenographic record of confidential and secret letters after they have been typed and issued.
- xiv.) To assist the officer in the manner desired by him/her.

6. Statutory deductions levied by the Union/Government shall be made as per rules.

7. The appointment is purely on temporary basis and engagement of officer/official can be terminated by the office at any time. The officer/official may also discontinue the engagement by giving one month's notice to the office.

8. The selected officer/official shall sign an agreement of confidentiality containing a clause of Ethics & Integrity and to abide with all applicable rules and regulations.

The office reserves the right to appoint or not to appoint any officer/official with regard to this Circular. Interested retired officers/officials of IA&AD, fulfilling the eligibility criteria and willing for above assignments may submit their applications.

Duly filled application in all respects must reach the undersigned either by post or through e-mail agukarnatakai@cag.gov.in latest by 31-07-2026.



**Deputy Accountant General
(Administration)**

Copy to:

1. All Heads of Department of IA & AD
2. Notice Boards

BIO-DATA

Sl No.	Particulars	
1	Name of the Retired Officer/official	
2	Date of Birth	
3	Qualification A) Educational B) Professional	
4	Date of entry into Govt. Service	
5	Length of Service	
6	Date of Retirement	
7	Post held at the time of Retirement	
8	Post applied for	
9	In case of Voluntary retirement, grounds on which retired	
10	Experience	
11	Additional information, if any	

I hereby declare that the information furnished above is true and correct to the best of my knowledge.

Signature of the Applicant

(Name:)