

Filling up of vacancies in on deputation basis.

Applications invited from:

All interested and eligible officers/officials only.

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section:

1. O/o CAG of India, New Delhi – 24.11.2025
2. O/o AG (A&E), Tripura, Agartala – 24.11.2025
3. O/o PAG (Audit), J&K, Srinagar – 02.12.2025
4. O/o PDA CE (Agri, Food & Water Resources), New Delhi – 24.11.2025
5. O/o PAG (Audit), J&K, Srinagar – 02.12.2025
6. RCB&KI, Jammu – 27.11.2025

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 14.11.2025

To

**All Head of Offices in IA&AD
(Having Commercial Cadre)**

Subject- Filling up of vacant posts of Senior Administrative Officers/Assistant Administrative Officers of Commercial Cadre in Headquarters' Office on deputation basis.

Madam/Sir,

Applications are invited for filling the anticipated/available vacancies in the Senior Administrative Officers/Assistant Administrative Officers of Commercial Cadre in Commercial Audit Wing and Other Wings at Headquarters' Office on deputation basis. The eligibility criteria for deputation is as follows:

a. For Senior Administrative Officers (Commercial)

- Senior Audit Officers (Commercial) having combined regular service of minimum 10 years including the service rendered in Assistant Audit Officer (Commercial) Cadre.
- The Officer should have outstanding APARs in last 10 years.
- The Officer should have completed minimum 03 years of service at a particular station.

b. For Assistant Administrative Officers (Commercial)

- Assistant Audit Officers (Commercial) having regular service of minimum 05 years in the Cadre.
- The Officer should be outstanding APARs in last 10 years. In case, where the service rendered by the Officer in Assistant Audit Officer (Commercial) Cadre is less than 10 years, then, all the available APARs in Assistant Audit Officer (Commercial) Cadre should be outstanding.
- The Officer should have completed minimum 03 years of service at a particular station.

c. General conditions (applicable to both Cadres)

- There is no disciplinary/Vigilance case is pending or contemplated and no major/minor penalty is imposed on the Officer.
- Applications of the Officers under probation period/currency of penalty may not be considered.

- Applications of Officers who have recently been transferred/under posting (Office Order No.91 dated: 01.10.2025 and No.99 dated: 24.10.2025 may not be considered except for the Officers who have been transferred to Delhi Station.
- Applications of the Officers who have completed more than 15 years at Delhi Station may not be considered.

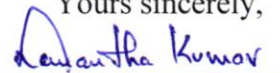
2. Further, the initial period of deputation will be for one year and may be extended thereafter subject to suitability and administrative convenience.

3. Therefore, it requested to recommend and forward the names of the willing Officers satisfying the eligibility criteria and can be relieved immediately upon their selection on deputation to this Office along with the Bio-Data (Annexure-I) and the abstracts of APARs/ACRs for the last 10 years (Annexure II) to **SAO/CA-I Section at Headquarters' Office latest by 28.11.2025 by SPEED POST only.**

This issues with the approval of Competent Authority.

Enclosed: Annexure I & II

Yours sincerely,



(M.P. Hemantha Kumar)

Sr. Administrative Officer (Estt.)

**Proforma showing the bio-data of Senior Audit Officer/Assistant Audit Officer of
Commercial Cadre recommended for induction in Headquarters**

1. Name of the Officer	
2. Designation	
3. Employee ID	
4. Gender (Male/Female)	
5. (i) Date of Birth and (ii) Age as on 01.10.2025	
6. Qualification (i) Educational (ii) Professional	
7. Office and station where presently posted	
8. Date since posted at present station	
9. Base Station	
10. Date of entry into Government Service	
11. Date of entry into IA&AD	
12. Year of passing SOGE/SAS	
13. Year of passing RAE/CPD/Incentive Examination	
14. Date of promotion/appointment as (i) AAO (including SO) (ii) SAO (including AO)	
15. Experience and post held	Attach separate sheet giving details under this column, duly signed.
16. Proficiency in computer	
17. Any other information	

The information furnished above are correct to the best of my knowledge.

Dated Signature of the Officer

(Countersigned by the Group Officer in charge of Admn of the concerned Office)

Annexure II

ABSTRACT OF APARs/ACRs FOR THE LAST 10 YEARS UPTO 2022-23

(Year-wise APAR grading for the 10 years to be given in respect of each Officer)

Sl. No.	Name & Designation	2024-25	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16

Indicate numerical grading's only

It is certified that No vigilance or disciplinary case is either pending or contemplated against the above Officers. No major/minor penalty has been imposed on the above Officers in the past.

Date:.....

.....

(DAG/DD/Sr. DAG/Director (Admn))

Office of the

Place:



महालेखाकार का कार्यालय (लेखा एवं हक), त्रिपुरा, अगरतला
OFFICE OF THE ACCOUNTANT GENERAL (A&E)
TRIPURA::AGARTALA - 799006

दूरभाष/Phone-0381-2353905, फैक्स /Fax- 0381-2350103, ई-मेल/E-mail: agactripura@cag.gov.in

Circular No. Estt/A&E/62

Dated: 14.11.2025

CIRCULAR

Office of the Accountant General (A&E), Tripura, Agartala requires the service of one Asstt. Supervisor/ Sr. Accountant/ Accountant/ P.A./ Stenographer for the post of Welfare Assistant in the Pay Band Rs. 9300-34800/- plus Grade Pay Rs. 4800/- pre-revised level 8 as per 7th CPC on deputation basis.

(a) Eligibility: -

- (i) Officials with combined regular service of three years in the grade of Asstt. Supervisor/ Sr. Accountant in the department, or
- (ii) P.A. in department with five years regular service, or
- (iii) Accountant/Stenographer with nine years of regular service in the grade in the organization in which vacancies have arisen.
- (iv) Age on the closing date of application not exceeding 56 years.

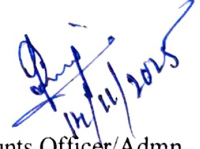
(b) Desirable Qualification-

Participation in sports and cultural activities and aptitude for welfare activities.

The willing officials of O/o the Accountant General (A&E), Tripura, Agartala are requested to submit their application to the Estt (A&E) Section on or before 28.11.2025 in the following format :

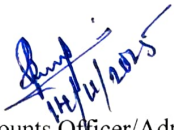
1. Name:-
2. Post held: -
3. Date of entry into Service: -
4. Date of promotion to the present grade: -
5. Experience in Welfare activities, if any: -
6. Participation in sports and cultural activities, if any: -

The post of Welfare Assistant is ex-cadre post. Person appointed for the post will be eligible to draw pay plus deputation (duty) allowance or the pay in the Pay Level of the post as he may opt. The initial period of deputation will be for 01(one) year which may be extended thereafter subject to suitability and administrative convenience. The functions of Welfare Assistant are shown in enclosed Annexure.


Sr. Accounts Officer/Admn

Copy forwarded to: -

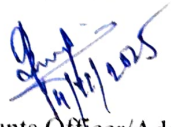
1. Secretary to AG (A&E) for kind appraisal of AG.
2. PA to Sr.DAG (A&E) for kind appraisal of Sr. DAG.
3. All Sr. AOs
4. All AAOs/Supervisors - They are requested to bring the content of the circular to the notice of all officials working under their control.
5. Sr. DP/IT Cell for uploading the Circular in office website and for bulk SMS
6. Notice Board.
7. Hindi Cell.
8. All AGs/PAGs – as per mailing list (except overseas offices).


Sr. Accounts Officer/Admn

ANNEXURE

The Welfare Assistant is to perform/discharge of the following duties/functions :

1. Assistance to Staff suddenly fallen ill or those chronically ill. Helping in securing admission in place of treatment.
2. Helping in case of need in securing admission of children in school, college and other educational institution.
3. To arrange washing of towels, curtains, table cloths, sofa-covers and issue of soap and cloth.
4. Cleanliness of office building, premises and bathrooms including adequacy of water supply.
5. Neatness of working place including proper maintenance of furniture, removable of outward records, elimination of congestion in section, adequacy of lighting and ventilation.
6. Adequacy of drinking water facilities.
7. Parking plots for cycles and scooters and ensuring their safety and protection against sun and rain.
8. Encouragement to players for participation in games and sports, arrangement of matches and tournaments.
9. Arrangement for get-togethers and picnics.
10. Liaison with recreation club, co-operative credit societies, House building societies etc.
11. Benevolent Fund, special C.L., Lighting arrangement of office, fire-righting equipment, security arrangements, declaration of holidays, casualties.
12. Administrative works relating to MTS and Casual labourers.
13. Cleanliness and proper up keeping of the canteen, cleanliness of doors and windows, fans and other appliances and removable of cob-webs all over the building.
14. Assisting/helping Sr.DAG/DAG, Sr.AO(Admn) regarding staff welfare.
15. Assisting the families of Govt. servant who die while in service regarding compassionate appointment.
16. Facilitating Sr.DAG/AG and other senior officers visiting stations at airport during travel.
17. Maintain First-Aid kit and supply necessary First-Air medicines to needy persons.
18. Work with AG Cell/Sr. DAG Cell/Estt. Section/Record Section at the time of visit of senior officers from Hqrs. Office and other stations.
19. Closely interacting with the staff members and bringing to the knowledge of Sr.AO(Admn)/Sr.DAG/DAG regarding general grievances, if any, immediately.
20. Help to organize official functions/programmes, cultural programmes in the office.
21. Any other work assigned by AG/Sr.DAG/DAG.


Sr. Accounts Officer/Admn

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा),

एम. वाई. राथर एवेन्यू,

जम्मू एवं कश्मीर, श्रीनगर - 190001



OFFICE OF THE PRINCIPAL ACCOUNTANT

GENERAL (AUDIT),

M Y RATHER AVENUE,

JAMMU & KASHMIR, SRINAGAR - 190001

सांख्या: Admn-1/Audit/Cons/25-26/241

दनांक: 13-11-2025

सूचना / NOTICE

Applications in the prescribed format are invited from retired / retiring Senior Audit Officers / Senior Accounts Officers, Assistant Audit Officers / Assistant Accounts Officers of the IA&AD offices for hiring their services on short term contract basis in the office of the Accountant General (Audit), Jammu & Kashmir, Srinagar / Jammu in accordance with the terms and conditions prescribed in the Headquarters Office Circular No: 25-2025 issued under No:1180-Staff (App)-I/22-2016 dated 08-07-2025. The officers retired / retiring upto 11/2025 can apply for engagement on short term contract basis in the office of the Accountant General (Audit), Jammu & Kashmir, Srinagar / Jammu which shall be governed by the following terms and conditions: -

- 1) The retired officers / officials can be hired on a short-term contract basis initially up to a period of one year extendable up to a maximum of five terms or up to attaining the age of 65 years, whichever is earlier.
- 2) Remuneration and allowances are governed by the OM No: 3-25/2020-E.III dated 09-12-2020 issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi, which is as under: -
 - a) The retired officers shall be paid a fixed monthly amount, 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 of 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.
 - d) Statutory deduction levied by the Union Government shall be made from the monthly remuneration as per applicable Rules.
 - e) Paid leave of absence shall be allowed at the rate of 1.5 days for each completed month of service. In case of absence, beyond paid leave in a month for reasons other than due to curfew, band, strike, lock-down; remuneration shall be deducted on pro-rata basis by dividing fixed monthly remuneration by 22 and multiplying the result to the number of days of absence on working days.
- 3) The appointment will be purely on temporary basis and will be subject to termination at any time.
- 4) Duties / other conditions applicable shall be as envisaged in the Headquarters Office Circular dated 08-07-2025. The hired officers will not sign the PPOs, GPF Statements, monthly accounts and correspondences made outside I&AD etc. These documents will be signed by a regular officer only.

Retired / retiring (upto 30-11-2025) Sr. Audit Officers / Sr. Accounts Officers / Assistant Audit Officers / Assistant Accounts Officers of the IA&AD, fulfilling the eligibility criteria and willing for above assignments may submit their biodata, applications duly filed in all respects by post or through e-mail at agaujammukashmir@cag.gov.in latest by 12-12-2025.

Deputy Accountant General (Admn)

Enclosures: Application Form

Copy to:-

1. All field offices of IA&AD
2. Notice Board Head Office Srinagar and Branch Office Jammu

APPLICATION FORM

S. No	Particulars	Remarks						
1.	Name of the Retired Officer							
2.	Date of Birth							
3.	Qualification: • Education • Professional							
4.	Date of Entry in the Govt. service							
5.	Name of the Office from which retired							
6.	Length of service rendered	<table border="1"> <thead> <tr> <th>Years</th><th>Months</th><th>Days</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td></tr> </tbody> </table>	Years	Months	Days			
Years	Months	Days						
7.	Date of Retirement							
8.	Post held at the time of Retirement							
9.	Post applied for (Please tick)	• Senior Audit Officer • Assistant Audit Officer						
10.	In case of Voluntary / Premature retirement (ground on which retired)							
11.	Experience							
12.	Additional information, if any, on professional experience training, work relevant to the post							
13.	Other information, if any							

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

Signature of Applicant

Digitally signed by
ANKUSH KUMAR
Date: 13-11-2025
15:09:31

३३/०८

**कार्यालय प्रधान निदेशक लेखा परीक्षा, केन्द्रीय व्यय (कृषि, खाद्य एवं जल संसाधन)
आठवाँ व नवाँ तल, संकाय भवन 10-बहादुर शाह जफर मार्ग
नई दिल्ली 110002**

संख्या:556/पी.डी.सी.ए./एम.ए.बी.-IV/प्रशासन/ 4772
दिनांक: 17/11/2025

To,

All Heads of Department in IA&AD.

Sub: Filling up of the post of Welfare Assistant (WA) on deputation basis.

Madam/ Sir,

Applications are invited for filling in one (01) post of Welfare Assistant in the Level -8 of Pay Matrix (Rs. 47,600-1,51,000/-) on deputation basis in this office on terms and conditions laid down in DoPT O.M. No. 2/6/2016-Estt. (Pay II) dated 17.02.2016 read with DoPT O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as well as other guidelines issued in this regard from time to time.

The eligibility criteria for deputation are as under:

Officials of the Central Government; -

- i) Holding analogous posts on regular basis.
- ii) With combined regular service of 3 years in the grade of Assistant Supervisor (Accounts) / Assistant Supervisor (Audit) and Senior Auditor/ Senior Accountant in the Pay Matrix Level 7/ Level 6 or equivalent Pay Level in the parent cadre of Department.
- iii) Possessing three (03) years-experience in the field of Welfare or Community activities, House Keeping, Sports and Cultural Activities, Personal Administration including settlement of personal claims, etc.
- iv) The maximum age limit for appointments on deputation shall not be exceeding 56 years on the closing date of receipt of applications.
- v) The deputation (duty) allowance will be payable in accordance with DoPT O.M. No. 2/11/2017-Estt. (Pay-II) dated 24.11.2017.

Terms and Conditions:

1. Applications of candidates who are willing to be considered for deputation to this office for the above post may be forwarded to this office on or before 31.11.2025 along with Bio-Data (Annexure enclosed), certified copies of APAR for the last 05 years duly attested on each page. It shall be certified that no disciplinary/ court/ vigilance case & major/ minor penalty is either pending or contemplated against the applicants. The documents of the eligible candidates may be scanned and sent via email by the respective parent offices to avoid postal delays.

2. The term of deputation will be initially for 01 (one) year and may be extended subject to his/ her continued suitability and administrative convenience. While working in this office, the selected official will draw his/her basic pay plus Deputation Allowance as applicable on his/her basic pay as admissible under extent rules.
3. The applications of willing officials for transfer on deputation will be on normal terms and conditions and shall be forwarded through respective Parent office(s). The officials working on deputation basis shall not have right to absorption at any post in the Office of the Principal Director of Audit, Central Expenditure (Agriculture, Food & Water Resources) New Delhi.
4. Prospective candidates may please go through the service conditions and work requirements carefully before they apply. It may please note that once an application is sent to this office, it may not be withdrawn.
5. This office reserves the right to cancel this notice at any time without prior intimation.
6. The last date of application will be **30.11.2025**. **Application received thereafter will not be entertained.**

- हस्ताक्षर
(विवेक कुमार भास्कर)
निदेशक (प्रशासन)

संख्या: 556/पी.डी.सी.ए./एम.ए.बी.-IV/प्रशासन/
4778
4784

दिनांक: 17/11/2025

प्रति सूचना एवं आवश्यक कार्यवाही हेतु निम्न को प्रेषित है :-

1. Director, O/o the PDA, CE (AFWR) at Mumbai
2. Director, O/o the PDA, CE (AFWR) at Chennai
3. Director, O/o the PDA, CE (AFWR) at Kolkata
4. Dy. Director, O/o the PDA, CE (AFWR) at Chandigarh
5. Notice Board
6. CAG-ALL-OFFICES@lsmgr.nic.in
7. Website Administrator (for uploading the Notification on the official website)

व. लेखा परीक्षा अधिकारी (प्रशासन)

Annexure

Illustrative list of duties of Welfare Assistant

1. For settlement of dues of employees who die in harness he/she will liaise with the Drawing and Disbursing Officers/PAOs where necessary to ensure that payments of dues under Group Insurance Scheme, Provident Fund, Pension DCRG etc. be made quickly by various authorities.
2. He/she should render assistance to the families to get various applications forms filled in by them for these purposes including the forms prescribed for assistance from the compassionate fund of Government of India.
3. He/she should also assist the families of Govt. servants who die in harness for appointment of dependent family members where they are eligible and deserved.
4. He/she will also assist the Director (Admn.)/ Sr. Audit Officer (Admn.) in discharging the duties listed in the Annexure.
5. He /She will also complete the official work (Desk Job) in addition which is already assigned to him/her.

4. STAFF WELFARE:

- (k) Giving personal hearing to individual members of staff regarding their difficulties or grievances.
- (l) Assistance to staff suddenly taken ill or those chronically ill. Helping in securing admission in places of treatment.
- (m) Helping, in cases of need, in securing admission of children in schools, colleges and other education institutions.
- (n) Assisting, in cases of need, families of persons on protracted tours.
- (o) Supply of liveries, etc. to class IV employees.

5. HOUSE KEEPING:

- (o) Cleanliness of office buildings, premises and bathrooms including adequacy of water supply.
- (p) Cleanliness of office canteen and kitchen.
- (q) Cleanliness of premises of staff colony, if any, and security arrangements thereof.
- (r) Neatness of workplace, including proper maintenance of furniture, removal of unwanted records, elimination of congestion in Sections, adequacy of lighting and ventilation.
- (s) Adequacy of drinking water facilities.
- (t) Timely provision of hot and cold weather arrangements.
- (u) Parking lots for cycles and scooters and ensuring their safety and protection against sun and rain.

6. RECREATIONAL CULTURAL AND COMMUNITY ACTIVITIES.

- (i) Encouragement to players for participation in games, etc. arrangements for matches and tournaments.

- (j) Encouragement to persons possessing talent in music, dramatics, art, literary and other cultural activities, and participation in the arrangements for variety entertainments, dramatic performance, art exhibition, Kavi Sammelans, Mushairas, Debates and publication of office Magazine, etc.
- (k) Arrangements for get together, Picnic Party, etc.
- (l) Liaison with Recreation Clubs, Co-operative stores, Credit Societies, etc and House Building Society.



Sr. Audit Officer (Admn)

BIO-DATA

Application for the post of Welfare Assistant on Deputation Basis

1. Name of the Official :
2. Present Place of posting :
3. Designation :
4. Present Pay/Pay Level :
5. Date of Birth :
6. Date of Appointment in Service :
7. Date of Appointment/Promotion :
to present grade
8. Educational Qualification :
9. Brief particulars of duties :
10. Experience :
11. Any other achievements :

Date:

(Signature of the candidate)

Certificate

Certified that the information furnished by _____ is correct as verified from the official records.

(Signature of the Competent Authority)

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा),

एम. वाई. राथर एवेन्यू,

जम्मू एवं कश्मीर, श्रीनगर - 190001



OFFICE OF THE PRINCIPAL ACCOUNTANT

GENERAL (AUDIT),

M Y RATHER AVENUE,

JAMMU & KASHMIR, SRINAGAR - 190001

सांख्या7: Admn-1/Audit/Cons/25-26/242

दना7N: 13-11-2025

NOTICE**Subject: Inviting Applications for the Post of Legal Assistant in the Office of the Accountant General, J&K**

In accordance with the newly created post of Legal Assistant in this office, applications are invited from eligible and willing officials for selection / nomination to the post of Legal Assistant. from in-house strength or on deputation within IA&AD. A financial incentive in the form of deputation allowance shall be paid to the willing official. The selected posted can be posted in the Office of the Accountant General (Audit), J&K Head Office, Srinagar or Branch Office, Jammu. The maximum age of the applicant shall not exceed 56 years as on closing date of receipt of application i.e. 12-12-2025.

2) Eligibility Criteria for the post of Legal Assistant: -

Post	Feeder Cadre	Eligibility
Legal Assistant	AAO / Supervisor	Work experience of 03 years in Legal Section. Law degree is preferable.
	Assistant Supervisor / Senior Auditor / Auditor	Law degree is mandatory. Work experience of 03 years in Legal Section is preferable.

3) Manner of Appointment

- Applications are invited from eligible officials (Auditor / Sr. Auditor / Assistant Supervisor / Supervisor / Assistant Audit Officer) for appointment on deputation basis from offices within the Indian Audit & Accounts Department (IA&AD) / in-house staff.
- The period of deputation will initially be for a period of one (01) year, subject to extension based on the performance and requirements of service.
- A financial incentive in the form of deputation allowance will be allowed to the selected official.
- Head of department of the field offices are requested to recommend name of eligible officers / officials who are willing to apply for the post. The recommendations accompanied by the following documents / certificates, may kindly be forwarded to this office on or before 13th December 2025:
 - Biodata of the applicant duly filled in and attested by the Head of Office.
 - Photocopies of complete and up-to-date ACR/APARs for the last 5 Years, duly attested on each page and
 - Integrity Certificate/Vigilance Clearance Certificate
 - Deputation guidelines issued vide Headquarters Office letter No. 60-Staff (App)-I/14-2023 dated 27.01.2025 shall strictly be adhered to.

4) Job Description

- Prepare case briefs and para-wise comments and liaise with counsel in preparing draft Plaints.
- Ascertain from concerned government counsel the details of the cases against the department listed for hearing on the following dates and attend the Court/CAT with the government counsel on the dates fixed for such hearing.

3. Monitor the progress of each case personally, record the outcome of the hearings, and update the status in LIMBS portal.
4. Maintain Registers of court cases, cases allotted to empanelled counsel, fees paid to counsellors and their performance and submit monthly/quarterly reports regularly.
5. Procure the certified copy/obtain a copy of the judgment as soon as the judgment is pronounced and obtain the opinion of the government counsel to defend the case in writing with regard to the feasibility or otherwise of filing CWP/SLP or Review Petition, and forward the same to the Headquarters office and watch acknowledgment.
6. Meet the requirements of counsels in respect of discussions and production of documents.
7. Scrutinise legal fee bills and monitor payments are made timely.
8. Assist the Sr. AOs / Group Officers in timely conduct of periodical review of empanelled advocates.



Deputy Accountant General (Admn)

(Enclosure: Proforma for Biodata.)

No. Admn-I/Audit/Circ./2025-26/1716-20

Dated: #ApprovedDate#

Copy for information and necessary action to:-

1. All Heads of the Department of IA&AD
2. Sr. Private Secretary to Accountant General (Audit), J&K
3. CA to Dy. Accountant General (Admin), J&K
4. Hindi Cell for translation
5. Notice Board

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान शक्ति नगर, जम्मू एवं कश्मीर जम्मू - 180001		Regional Capacity Building and Knowledge Institute Shakti Nagar, Jammu & Kashmir Jammu - 180001
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No: RCB & KI/J/A/Dep/2025-26/416

Dated: 17.11.2025

सेवा में / To

आ.ई.ए एवं ए.डी के सभी विभागाध्यक्ष (मेलिंग सूची के अनुसार)।

All Heads of Departments of IA&AD (as per mailing list).

विषय: आरसीबी और के.आई, जम्मू में अल्पकालिक अनुबंध के आधार पर सेवानिवृत्त वरिष्ठ लेखा परीक्षा अधिकारी/वरिष्ठ लेखा अधिकारी और सेवानिवृत्त सहायक लेखा परीक्षा/लेखा अधिकारियों की भर्ती

Subject: Hiring of Retired/Retiring Sr. Audit Officer/ Sr. Account Officers and Retired/Retiring Assistant Audit/Account Officers on Short Term Contract basis in RCB&KI, Jammu.

The Regional Capacity Building & Knowledge Institute, Jammu invites applications from eligible Retired/Retiring Sr. Audit Officer/ Sr. Account Officers and Retired/Retiring Assistant Audit/Account Officers for the Posts mentioned in **Annexure – I** in accordance with the terms and conditions prescribed in the Headquarters Office Circular No: 25-2025 issued under No:1180-Staff (App)-I/22-2016 dated 08-07-2025.

The officers retired / retiring up to 30.11.2025 can apply for engagement on short term contract basis as Consultant in the Office of **Principal Director, Regional Capacity Building and Knowledge Institute Jammu**, which shall be governed by the following terms and conditions:

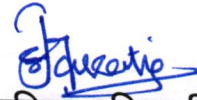
- 1) Retired/Retiring Sr. Audit Officer/ Sr. Account Officers will be eligible for the vacant Post of Sr Administrative Officer and Retired/Retiring Assistant Audit/Account Officer will be eligible for the Post of Assistant Administrative Officer.
- 2) The retired officers / officials can be hired on a short-term contract basis initially for one year extendable up to five terms or until 65 years of age, whichever is earlier.
- 3) Remuneration and allowances are governed by the OM No: 3-25/2020-E.III dated 09-12-2020 issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi, which is as under:
 - a) The retired officers shall be paid a fixed monthly amount, arriving 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) In case of Central Government retirees under the NPS, an amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be the fixed monthly amount as remuneration as per Department of Expenditure, Ministry of Finance,
 - c) Gol OM No. 03-25/2020-E.III(A)/Pt dated 18.10.2023.

- d) An appropriate and fixed amount of 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.
 - e) No annual increment / percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract.
 - f) Statutory deduction levied by the Union Government shall be made from the monthly remuneration as per applicable Rules.
 - g) Paid leave of absence shall be allowed at the rate of 1.5 days for each completed month of service. In case of absence, beyond paid leave in a month for reasons other than due to curfew, band, strike, lock-down; remuneration shall be deducted on pro-rata basis by dividing fixed monthly remuneration by 22 and multiplying the result to the number of days of absence on working days.
- 4) The appointment will be purely on temporary basis and will be subject to termination at any time.
 - 5) Duties assignable and other conditions shall be as envisaged in the Headquarters Office Circular dated 08-07-2025.
 - 6) Statutory deductions levied by the Union Government shall be made from the monthly remunerations as per applicable Rules.
 - 7) The appointment will be purely on temporary basis and will be subject to termination at any time.

Retired /Retiring Sr Audit Officers/Sr Accounts Officers and Retired /Retiring Assistant Audit/Account Officers of the IA&AD, fulfilling the eligibility criteria and willingness for above assignments may submit their biodata, work experience, APARs for last five years along with applications duly filed in all respects by Post or through e-mail at rtijammu@cag.gov.in latest by 05.12.2025.

Encl: As stated above.

Yours faithfully,



वरिष्ठ प्रशासनिक अधिकारी (प्रशासन)
Senior Administrative Officer (Admn.)

ANNEXURE – I

S. No.	Name of the Post	Sr. Administrative Officer (Core Faculty - IT)
I	Number of Posts	01 (One)
II	Name of the Post	Sr. Administrative Officer (Training)
	Number of Posts	01 (One)
III	Name of the Post	Sr. Administrative Officer (Defence Audit/KC)
	Number of Posts	01 (One)
IV	Name of the Post	Sr. Administrative Officer (Core Faculty- General)
	Number of Posts	01 (One)
V	Name of the Post	Assistant Administrative Officer (Central Knowledge Repository)
	Number of Posts	01 (One)

APPLICATION FORM

1. Name of the Retired Officer
2. Date of Birth
3. Qualification:
 - Education
 - Professional
4. Date of Entry in the Govt. service
5. Name of the Office from which retired
6. Length of service rendered (Years / Months / Days)
7. Date of Retirement
8. Post held at time of Retirement
9. Post applied for:
 - Senior Audit Officer
 - Assistant Audit Officer
10. Voluntary / Premature retirement details
11. Experience
12. Additional professional information
13. Other information

I hereby declare that all information furnished is true and correct.

Signature of Applicant