

Application Form

S. No.	Particulars	
1.	Name of the retired officer	
2.	Date of Birth	
3.	Qualification a. Educational b. Professional	
4.	Date of entry in the Government Service	
5.	Name of the officer from which retired	
6.	Length of service	
7.	Date of retirement	
8.	Post held at the time of retirement	
9.	Post applied for	
10.	In case of voluntary retirement, ground on which retired	
11.	Experience	
12.	Additional information, if any	
13.	Copy of the PPO duly attached may be attached	

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

(Signature of applicant)

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

No: RCB & KI/J/A/2024-25/768

Dated: 21-01-2025

To

CAG-ALL-OFFICES
(as per mailing list)

Subject: Hiring of retired Sr. Audit Officer, as consultant on 01 post of Sr. Administrative Officer (Knowledge Centre) in this office-regarding

Madam/Sir,

In continuation to this office notification No. RCB & KI/J/A/2024-25/531 dated 08-11-2024, the applications (proforma attached) from desirous retired officers of the rank of **Sr. Audit Officer from Defence Audit** are invited for the assignment in this office against 01 vacant post of Sr. Administrative Officer (KC) 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 (Knowledge Centre).
2. **Tenure and age limit:** - The retired officer will be hired on a short term contract basis initially upto a period of one year. The maximum number of term shall be five years. Age should not be beyond 65 years as on 01-01-2025.
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 basic 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 officials 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 as these events are beyond the control of any individual.

- 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: -
Fixed monthly remuneration × No. of days of absence on working

22

5. Duties assignable and other condition:

- a. The retired officers hired on short term contract basis shall be responsible for pertaining 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 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 official hired on short term basis shall sign an agreement of confidentiality containing a clause on Ethics and integrity.
- 6.** The retired officers who fulfill the eligibility criteria and are willing for the above assignment may submit their application and proforma (attached) duly filled in all respect and the same must reach to this office by **20-02-2025**.

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

Yours faithfully,

Sd/-

Sr. Administrative Officer (A)