

महालेखाकार (लेखापरीक्षा-I) का कार्यालय
केरल, तिरुवनंतपुरम - 695 001



OFFICE OF THE
ACCOUNTANT GENERAL (AUDIT-I)
KERALA, THIRUVANANTHAPURAM - 695 001

No. Au/Admn/VI/8-207/RO/ Vol IV

Date: 25-07-2025

NOTICE

Applications are invited from Retired Senior Private Secretary/ Private Secretary/ Stenographer Gr. I to work as Stenographer Gr. I on short term contract basis in the Office of the Accountant General (Audit I), Kerala, Thiruvananthapuram in accordance with terms and conditions prescribed by Headquarters Office Circular No. 25-2025 issued under letter no 1180-Staff (App)-I/22-2016 dated 08.07.2025.

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

1. Age should not be beyond 65 years.
2. Retired person would be initially appointed for a period of one-year, extendable up to a maximum of five terms subject to performance and requirement of service.
3. Applicants willing to be posted at Main Office, Thiruvananthapuram or Branch Office Thrissur may apply and shall give their preferences of station along with the application.
4. 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.
5. Paid leave of absence shall 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 shall not be allowed. However, absence during curfew, bandh, strike, lockdown shall be dealt with in a similar way as in the case of serving officials.
6. If the official hired on short term 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

22

7. The appointment will be purely on temporary basis and is subject to termination at any time without prior notice .

8. The retired officials selected to be hired on short term contract basis shall sign an agreement of confidentiality containing a clause on ethics and integrity.

9. The retired officials shall perform the following duties during the period of hiring:

- i. To diarise confidential and D.O. letters addressed to the Accountant General/ Senior Deputy Accountant General/Deputy Accountant General and to watch action on them.
- ii. Diarise the letters addressed to the Accountant General/Senior Deputy Accountant General/Deputy Accountant General and distribute the same to the concerned sections.
- iii. To watch the disposal of confidential and D.O. letters and to remind the sections concerned in case of delay in disposal.
- iv. Despatch confidential and secret letters signed by the Accountant General/Senior Deputy Accountant General/Deputy Accountant General.
- v. To maintain the confidential and secret files kept in the custody of the Accountant General/Senior Deputy Accountant General/Deputy Accountant General and submit any file required by them.
- vi. Maintain personal/confidential files.
- vii. To communicate to sections and officers concerned, the orders of the Accountant General/Senior Deputy Accountant General/Deputy Accountant General based on telephone calls and to call for papers required by Senior Deputy Accountant General/Deputy Accountant General to dispose of urgent and confidential letters.
- viii. To take down notes and drafts dictated by the Accountant General/Senior Deputy Accountant General/Deputy Accountant General and to transcribe them.
- ix. To type all confidential/Top secret/D.O. letters/Notes and Orders approved by Accountant General/Senior Deputy Accountant General/Deputy Accountant General.
- x. To do correspondence work in connection with the tour of Accountant General/Senior Deputy Accountant General/Deputy Accountant General.
- xi. To do any other work assigned by Accountant General/Senior Deputy Accountant General/Deputy Accountant General.

Retired officials of the IA&AD, fulfilling the eligibility criteria and willing for the above assignments may submit their Biodata along with copies of APAR (last 5 years), PPO, Last pay certificate and Aadhaar Card. Applications duly filled in all respects must reach the undersigned either by post or through email

at agaukerala1@cag.gov.in latest by 08.08.2025.

(Vide orders of Accountant General dated 21.07.2025)

**Digitally signed by
Mohammed Danish K
Date: 25-07-2025
19:43:08**

Deputy Accountant General/ Admin.

Encl: Application Form

Copy to:

1. Notice Board
2. Sr. AO/ITS Cell — for uploading the notification on the official website.
3. All Group Officers
4. All Sections

HIRING OF RETIRED OFFICIALS ON SHORT TERM CONTRACT BASIS IN THE
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT – I), KERALA
THIRUVANANTHAPURAM

APPLICATION FORM

AFFIX RECENT
PASSPORT SIZE
PHOTO

1	Name of the Retired Official		
2	Office ID No. (at the time of retirement)		
3	Date of Birth		
4	Date of entry in the Government service		
5	Date of retirement		
6	Name of the Office from which retired		
7	Post held at the time of retirement		
8	Last pay Drawn at the time of retirement		
9	Basic Pension		
10	Transport Allowance drawn at the time of retirement (without DA)		
11	Length of service		

12	In case of Voluntary retirement, grounds on which retired		
13	Qualification		
14	a) Educational		
	b) Professional		
15	Work Experience		Attach separate sheet along with copies of APAR for 5 years
16	Additional information, if any, on Professional Experience Training, Work experience relevant to the post		
17	Mobile Number Email ID		
18	Residential Address for communication		
19	Preference of station (Thiruvananthapuram/ Thrissur)		

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge. I have enclosed copies of APAR (last 5 years), Pension Payment Order, Last pay certificate and Aadhaar Card.

Date:

(Signature of applicant)