



भारतीय लेखापरीक्षा और लेखा विभाग
Indian Audit & Accounts Department

क्षेत्रीय क्षमता निर्माण एवं ज्ञान केंद्र, बेंगलूरु,

Regional Capacity Building & Knowledge Centre, Bengaluru



No. RCB&KC/BNG/Admn/2024-25/123

Dated 20-01-2025

CIRCULAR

Applications are invited from retired officers/officials to work on short term contract basis as consultant in RCB&KC Bengaluru in accordance with terms and conditions prescribed by Headquarters Office Circular No.30 issued under No. 1346-Staff (APP 1)/22-2016 dated 26.09.2023.

Sl No	Name of Post	Vacancies proposed to be filled	Eligibility Criteria
01	Private Secretary	01	Retired Private Secretary/Personal assistant/ Supervisor/Asstt. Supervisor/Sr. Auditor/Auditor/Sr. Accountant/Accountant
02	Sr.Auditor/Auditor	03	Retired Supervisor/Asstt. Supervisor/Sr. Auditor/Auditor/Sr. Accountant/Accountant

The following broad terms and conditions will be applicable to the contractual Officers/Officials:

1. Age should not be beyond 65 years.
2. Retired officers would be initially hired for a period of one-year, extendable up to a maximum of five terms subject to performance and requirement of service.
3. 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. The retired officers/officials 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 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.
4. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month 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 should be dealt with in a similar way as in the case of serving officers/officials.

5. If retired officer/official hired on short term basis remains absent, beyond paid leave in a month for reasons other than those indicated above, his/her remuneration including Transport allowance shall be deducted on pro-rata basis as under:

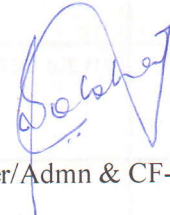
Fixed monthly remuneration X No. of days of absence on working days

22

6. Statutory deductions levied by the Union/Government shall be made as per rules.
7. The appointment will be purely on temporary basis and is subject to termination at any time.
8. The retired Officers/officials selected to be hired on short term contract basis shall sign an agreement of confidentiality containing a clause on Ethics and integrity.

The Retired Officers who are fulfilling the eligibility criteria and willing for the above assignments may submit their Bio-data. Applications duly filled in all respects must reach the undersigned either by post or through email at rtcbangalore@cag.gov.in latest by 14.02.2025.

This issues with the approval of Competent Authority.



Sr. Audit Officer/Admn & CF-Gen
RCB & KC, Bengaluru.

आवेदन पत्र

पद जिसके लिए आवेदन किया है:

सं.	विवरण	
1	सेवा-निवृत्त अधिकारी/कर्मचारी का नाम, पत्राचार हेतु आवासीय पता, ई-मेल पता तथा दूरभाष संख्या	
2	जन्म की तिथि	
3	योग्यताएं क. शैक्षणिक ख. व्यावसायिक	
4	सरकारी सेवा में प्रवेश की तिथि	
5	कार्यालय का नाम जहाँ से सेवा-निवृत्त हुए थे	
6	सेवा की अवधि	
7	सेवा-निवृत्ति की तिथि	
8	सेवा-निवृत्ति के समय धारित पद	
9	स्वैच्छिक सेवा-निवृत्ति के मामले में सेवा-निवृत्त होने का कारण	
10	अनुभव	5 वर्षों की एपीएआर की प्रतियों के साथ अलग शीट में संलग्न करें
	पद से संबंधित पेशेवर अनुभव प्रशिक्षण, कार्य के संबंध में अतिरिक्त जानकारी, यदि कोई हो,	

मैं एतद्वारा घोषणा करता/करती हूँ कि ऊपर दिए गए विवरण मेरी सर्वोत्तम जानकारी और विश्वास के अनुसार सत्य व सही है।

दिनांक:

आवेदक के हस्ताक्षर

APPLICATION FORM

Post applied for:

No.	Particulars	
1.	Name of the Retired officer/official Residential address for communication, email id and Mobile Phone No.	
2.	Date of Birth	
3.	Qualification a. Educational b. Professional	
4.	Date of entry to Government service	
5.	Name of the Office from which retired	
6.	Length of Service	
7.	Date of Retirement	
8.	Post held at the time of Retirement	
9.	In case of Voluntary retirement, ground on which retired	
10.	Experience	Attach separate sheet along with copies of APARs for 5 years
	Additional information, if any, on Professional Experience training, work relevant to the post	

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

Date:

SIGNATURE OF APPLICANT