

महालेखाकार ( ले व ह ) ,केरल का कार्यालय,  
तिरुवनंतपुरम -695001



OFFICE OF THE ACCOUNTANT GENERAL (A&E)  
KERALA, THIRUVANANTHAPURAM-695001

No. Admn.IV/Engagement of Retd. Officials/Actt/2025 Dated: 07-10-2025

### सूचना/ NOTICE

Applications are invited from retired Supervisors, Assistant Supervisors, Senior Accountants and Accountants to work on short term contract basis against vacancies in the combined cadre of Supervisor, Assistant Supervisor, Senior Accountant and Accountant in the Office of the Accountant General (A&E), Kerala (both Main Office, Thiruvananthapuram and Branch Offices), in accordance with the terms and conditions prescribed by Headquarters Circular No. 25-2025 issued vide letter No. 1180-Staff(App.)-I/22-2016 dated 08.07.2025.

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

1. The applicant should not have attained the age beyond 64 years **as on 07.10.2025.**
2. Selected person would initially be appointed for a term of one year, extendable up to a maximum of five terms or 65 years whichever is earlier, subject to his/her 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.
4. 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 of remuneration so fixed shall remain unchanged for the term of contract.
5. No annual increment/percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract period.
6. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment.
7. Paid Leave of absence will be allowed at the rate of 1.5 days for each

completed month of service to the retired Official hired on short term contract basis. Accumulation of leave beyond a calendar year will 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.

8. If the retired official hired on short term contract basis remains 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

9. Statutory deductions levied by the Union Government shall be made as per rules.
10. The **engagement/hiring will be purely on temporary basis and is subject to termination at any time** in accordance with Headquarters Circular No. 25-2025 issued vide letter No. 1180-Staff(App.)-I/22-2016 dated 08.07.2025.
11. **Applicants willing to be posted at Main Office, Thiruvananthapuram or Branch Offices (Kottayam/Ernakulam/Thrissur/Kozhikode) may apply and shall give their preferences of station along with the application.**
12. 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.
13. If the retired officers are sent on official tour, the TA/DA shall be paid as per their entitlement at the time of retirement.

Supervisors, Assistant Supervisors, Senior Accountants and Accountants who retired from service from any of the A&E Offices of IA&AD, fulfilling the eligibility criteria and willing for the above assignments may submit their application in the enclosed proforma. Applications duly filled in all respects must reach the undersigned by post or through e-mail [agaekerala@cag.gov.in](mailto:agaekerala@cag.gov.in) latest by **20.10.2025**.

**Encl: 1. Application Form**

**2. Annexure on Duties and Deliverables**

Digitally signed by  
Basha Mohammed B  
Date: 07-10-2025  
15:01:56

उप महालेखाकार (प्रशासन)  
**Deputy Accountant General (Admn)**

Copy to:

1. Notice Boards- Main Office/Branch Offices
2. Office Website/ Intranet
3. PA to AG / PA to DAG (A)/ C-Cell

Affix recent  
photograph here

**APPLICATION FORM**

| Sl. No. | Particulars                                                                                                                      |                            |
|---------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 1.      | Name of the Retired Official                                                                                                     |                            |
| 2.      | Residential address for communication                                                                                            |                            |
| 3.      | E-mail ID                                                                                                                        |                            |
| 4.      | Mobile Phone No.                                                                                                                 |                            |
| 5.      | Date of Birth                                                                                                                    |                            |
| 6.      | Qualification:                                                                                                                   |                            |
|         | a) Educational                                                                                                                   |                            |
|         | b) Professional                                                                                                                  |                            |
| 7.      | Date of Entry in the Government Service                                                                                          |                            |
| 8.      | Date of Joining in IA&AD                                                                                                         |                            |
| 9.      | Name of the Office from which retired                                                                                            |                            |
| 10.     | Post held at the time of Retirement                                                                                              |                            |
| 11.     | Length of Service                                                                                                                |                            |
| 12.     | Date of Retirement                                                                                                               |                            |
| 13.     | In case of Voluntary Retirement, ground on which retired                                                                         |                            |
| 14.     | Experience in wings of A&E offices<br><b>(to be furnished in detail)</b>                                                         |                            |
| 15.     | Additional information, if any, on Professional Experience training, work relevant to the post                                   |                            |
| 16.     | General health condition of the applicant                                                                                        |                            |
| 17.     | Preference of station<br>(Thiruvananthapuram/<br>Kottayam./Ernakulam/ Thrissur/ Kozhikode)<br><i>Provide order of preference</i> | 1.<br>2.<br>3.<br>4.<br>5. |

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

**Place:**

**Date:**

**(Signature of Applicant)**

**DUTIES/DELIVERABLES TO BE ASSIGNED TO RETIRED OFFICIALS IN THE  
SUPERVISOR/ASST SUPERVISOR/SENIOR ACCOUNTANT/ACCOUNTANT  
CADRE PROPOSED TO BE HIRED ON SHORT TERM CONTRACT BASIS**

Based on the assessment of work requirements and vacancy position in the combined cadre of Supervisor, Asst. Supervisor, Sr. Accountant and Accountant in the Office at present, there is an immediate requirement for engaging services of retired officials for the following work:

| <b>WING</b>               | <b>DUTIES/DELIVERABLES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GE</b>                 | <ul style="list-style-type: none"> <li>● Dealing with the fixation of pay of Gazetted Officers of State Departments</li> <li>● Processing of pay slips on recruitment, promotion, transfer, leave, surrender of EL, increment etc.</li> <li>● Scrutiny of Service Books</li> <li>● Intimation of pay particulars for processing pension cases</li> <li>● Any other work being assigned by Sr.AO/AAO</li> </ul>                                                                                                                       |
| <b>PENSION</b>            | <ul style="list-style-type: none"> <li>● Processing of pensionary benefits of retired Government Employees, including revision cases</li> <li>● Scrutiny of Service Books</li> <li>● Any other work being assigned by Sr.AO/AAO</li> </ul>                                                                                                                                                                                                                                                                                           |
| <b>FUNDS</b>              | <ul style="list-style-type: none"> <li>● Processing of Non-Refundable Advance/Closure/Residual Balance cases of GPF subscribers.</li> <li>● Clearance of missing credits/ debits in respect of GPF subscribers.</li> <li>● Any other works being assigned by Sr.AO/AAO</li> </ul>                                                                                                                                                                                                                                                    |
| <b>ACCOUNTS &amp; VLC</b> | <ul style="list-style-type: none"> <li>● Preparation of Appropriation Accounts and Finance Accounts of Govt. of Kerala.</li> <li>● Receipt and validation of Vouchers</li> <li>● Rectification of misclassification and proposing TEs for various Heads of Accounts</li> <li>● Porting of monthly accounts in the VLC System from Treasury System, Generation of Monthly Civil Accounts, Uploading data in the KSEMP Portal for reconciliation of monthly accounts</li> <li>● Any other works being assigned by Sr.AO/AAO</li> </ul> |
| <b>ADMINISTRATION</b>     | <ul style="list-style-type: none"> <li>● Creation of files, noting and drafting of files pertaining to <b>different sections</b> under Administration:               <ol style="list-style-type: none"> <li>a. Diarizing of inward papers</li> <li>b. Opening and processing of files based on receipt of papers and submission to AAO</li> <li>c. Dispatch /issue of outward papers/service books</li> <li>d. Any other work being assigned by Sr.AO/AAO</li> </ol> </li> </ul>                                                     |