



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान  
भारतीय लेखापरीक्षा तथा लेखा विभाग  
**REGIONAL CAPACITY BUILDING AND  
KNOWLEDGE INSTITUTE**  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT



No. RTI-20284(U1)/1/2022-ADMN/Comp. No.:54373/05

Dt. 23.04.2025

To

All the Head of the Department in IA&AD

(As per mailing list)

Subject : Hiring of retired Officials to work as Senior Auditor / Senior Accountant/Asst Supervisor on short term contract basis-reg.

Sir/Madam,

Applications are invited from Retired Assistant Supervisor(Audit)/Assistant Supervisor(Accounts), Senior Auditor / Senior Accountant to work as Senior Auditor / Senior Accountant on short term contract basis, in Regional Capacity Building and Knowledge Institute, Chennai.

**Essential Qualification:** Retired as Assistant Supervisor(Audit)/Assistant Supervisor(Accounts), Senior Auditor / Senior Accountant

**Duties of Asst. Supervisor/Senior Auditor / Senior Accountant**

Details of work allotted:

1. Preparation and forwarding of all non-salary bills.
2. Handling of IT assets and their inventory management and submission of periodical reporting to Hqrs.
3. Issue, Maintenance and closing of all Stock Registers Viz. Stock Register consumables-stationery, Stock Register of Sport etc.
4. Issue of consumable items.
5. Maintenance of consumable stock register.
6. Issues relating to issue of Deputation Circulars and other related correspondence.
7. Any other work assigned by Director General/Principal Director/FMs/ SAO(A) / AAO(Admn) /AAO(OM).

Appointment of the applicants shall be governed by the terms and conditions as under: -

1. The initial tenure of appointment will be one year, from the date of joining the post or vacancy filled through deputation whichever is earlier and cannot be extended for more than 5 tenures subject to the fulfilment of other conditions.
2. The age of the applicant should not be more than 65 years.

3. Self-attested copies of ACRs/APARs of last 3 years must be attached along with the application.
4. The other terms and conditions including remuneration 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.

*Details of remuneration: -*

1. The retired official will be paid a fixed amount, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged during the term of the contract.
2. Rs.3500/- per month will be paid as Transport Allowance.
3. **No annual increment, Dearness Allowance, DA on TA and House Rent Allowance shall be allowed during the contract.**

Mere submission of application does not entail the applicant for appointment. The appointment will be purely on temporary basis and is subject to termination at any time.

1.5 days of paid leave for each completed month of service is permissible.

Terms and conditions mentioned above can be modified at the discretion of RCB&KI, Chennai. Interested officials (retired) willing to serve in this office may send their complete application, as per the format attached through email i.e., [rtichennai@cag.gov.in](mailto:rtichennai@cag.gov.in) latest by **07.05.2025**

Encl: As above.

Yours faithfully,

  
*Senior Audit Officer (Admn)*