



कार्यालय महालेखाकार (लेखा एवं हकदारी), तमिलनाडु
OFFICE OF THE ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS), TAMIL NADU

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AG(A&E)/Estt.I/Rectt/2021-22/274

11.02.2022

NOTICE

Applications are invited from Retired Senior Private Secretary/ Private Secretary/ Stenographer Gr. I to work as Stenographers on short term contract basis in the Office of the Accountant General (A&E), Tamilnadu, Chennai in accordance with terms and conditions prescribed by Headquarters Office Circular No. 27/2021 issued under No. 967-Staff(App-I)/22-2016 dated 03.08.2021.

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 upto 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.
 - i. 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.
 - ii. 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.
 - iii. 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 officials 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 officials.

5. 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

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6. The appointment will be purely on temporary basis and is subject to termination at any time.
7. The retired officials selected to be hired on short term contract basis shall sign an agreement of confidentiality containing a clause of Ethics and integrity.

Retired officials of the IA&AD, fulfilling the eligibility criteria and willing for the above assignments may submit their Bio-data along with copies of APAR (last 5 years), PPO, Last pay certificate and Adhaar Card. Applications duly filled in all respects must reach the undersigned either by post or through email at agaetamilnadu@cag.gov.in latest by **21.02.2022**.

(vide orders of Accountant General dated 10.02.2022)



Sr. Deputy Accountant General (Admn.)

Enl: Application Form

Copy to :

1. Notice Board
2. SAO/ITSC – for uploading the Notification on the official website.
3. All the Heads of Department in IA&AD as per mailing list

APPLICATION FORM

AFFIX RECENT
PASSPORT SIZE
PHOTO

1	Name of the Retired official	:	
2	Date of Birth	:	
3	Date of entry in the Government service	:	
4	Date of retirement	:	
5	Name of the Office from which retired		
6	Post held at the time of retirement		
7	Length of service		
8	In case of Voluntary retirement, grounds on which retired		
9	Qualification		
	a) Educational		
	b) Professional		
10	Experience	:	Attach separate sheet along with copies of APAR for 5 years
11	Additional information, if any, on professional Experience training, work experience relevant to the post	:	
12	Mobile Number & Email ID	:	
13	Residential Address for communication	:	

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

Date:

(Signature of applicant)