



**भारत सरकार**  
GOVT. OF INDIA  
**महालेखाकार (ले. एवं ढ.) का कार्यालय, असम**  
OFFICE OF THE ACCOUNTANT GENERAL (A&E) ASSAM  
**मैदामगांव, बेलतला, गुवाहाटी - 781 029**  
MAIDAMGAON, BELTOLA, GUWAHATI - 781 029



Admn.1 Circular No. 14

Dated 18 July 2025

**NOTICE**

**Sub: Inviting applications from Retired AAOs / Supervisors /Assistant Supervisors / Senior Accountants/Accountants for rendering services as Consultant in this office on short term contract basis- regarding.**

Applications are invited from the interested and eligible retired AAOs/Supervisors/Asstt. Supervisors/Sr.Accountants/Accountants for their **engagement as Consultants** on a contractual basis in this office against the vacancy of the following cadre's posts:

Sl. No.	Post against the vacancy in the cadre or combined cadre of	No. of Consultants to be engaged	Applicants' Eligibility
1	Assistant Accounts Officer (AAO)	01 (one)	Government servants (Gazetted) retired from the post of AAO or equivalent in the Level-8 or above.
2	Supervisor/ Assistant Supervisor/ Senior Accountant/ Accountant	22 (twenty-two) which may vary with the extant requirements of this office.	Government servants (non-Gazetted) retired from the post of Accountant (Level 5) or above.

**2. The Period of Engagement, Remuneration, Leave and other terms & conditions are applicable through this hiring as stated under:**

Period Of Engagement	Initially for 01(one) Year from the date of engagement extendable up to a maximum of five terms subject to performance and requirement of service.
Age Limit	No retired government servant beyond the age of 64 years as on 01-10-2025 shall be hired.
Remuneration	1. Fixed monthly pay = Last Basic Pay Drawn – Basic pension 2. The amount of remuneration shall be fixed during the tenure of the contract 3. Transport allowance: fixed amount not exceeding the amount at the time of retirement. 4. No DA, HRA, or increments and any other allowances payable
Leave	1. 1.5 days paid leave /completed calendar month 2. No carry-over of leave beyond calendar year 3. On remaining absences: pay deducted on a pro-rata basis o <b>Formula:</b> (Monthly remuneration × days of absence)/22
Other Terms and Conditions	Applicable as mentioned in the enclosed Annexure of Terms & Conditions

Retired Officers/Officials who are willing to be considered for the above assignment are required to submit their Bio-data in the enclosed proforma attaching copies of last 5 years APARs.

Applications dully filled in all respect must reach the undersigned by name either by manually to Admn.1 section or through email at [agaeassam@cag.gov.in](mailto:agaeassam@cag.gov.in) latest **by 31<sup>st</sup> July 2025** with the subject line "**APPLICATION FOR CONSULTANT**".

*[Authority: AG's Order dated 14-07-2025 of e-File No. 410041-Admn.1/Consultants/10-6/2025 Onwards]*


Sd/-  
**Deputy Accountant General (Admn)**

Memo No: Admn.1/Consultants/10-6/Vol.II/2009-25/1810-1813

Dated 18 July 2025

Copy to:

1. Sr. Accounts Officer/ ITS-I- for publishing on the Office Website.
2. Office's Notice Board(s).
3. Rajbhasha Kaksha- with a request to issue Hindi version of this notice.
4. Admn.1 Circular File.

  
**Sr. Accounts Officer (Admn.)**

## ANNEXURE

### TERMS & CONDITIONS FOR HIRING OF RETIRED OFFICERS/OFFICIALS AS CONSULTANT

1. Age of the Retired Officer/Official should not be beyond 64 years as on 01-10-2025.
2. **As per directions contained in Para.4 of Headquarters' Office Circular No. 25-2025 issued vide No. 1180-Staff (App.)-I/22-2016 dated 08-07-2025, retired AAOs are eligible for applying for the post of Consultants against the vacancies of the cadre of AAO; and retired Supervisors/ Asstt. Supervisors/Sr. Accountants/Accountants are eligible to apply for the post of Consultants against the vacancies in the combined cadre of A Supervisors/ Asstt. Supervisors/Sr. Accountants/Accountants.**
3. The initial tenure will be for a period of 01(one) year.
4. Remuneration and allowances payable to retired officer/officials will be governed by OM No. 3-25/2020-E.III A dated 09-12-2020 issued by the department of expenditure, Min. of Finance, Government of India.
5. A fixed monthly remuneration will be paid by deducting the basic pension from the pay drawn at the time of retirement. Moreover, an appropriate and fixed amount as Transport Allowance shall be paid, not exceeding the rate applicable to the appointee at the time of retirement.
6. No annual increment/percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract.
7. Shall be entitled for leave at the rate of 1.5 per completed month, which will not be carried forward after one year. However, absence during curfew, bandh, strike would be dealt with in similar way as in the case of serving officials as these are events beyond the control of any individual.
8. If the retired Officer hired on short term contract basis remains absent beyond their leave entitlement, their remuneration shall be deducted on pro-rata basis as under:  
(Fixed remuneration / 22) x Number of day(s) absent.
8. Assignable duties will be decided and intimated at a later stage after final selection.
9. Other terms & conditions will be applicable during the tenure of hiring as per Headquarters' Office Circular No. 25-2025 issued vide No. 1180-Staff (App.)-I/22-2016 dated 08-07-2025.

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### **BIO-DATA**

Attach a recent  
colour passport  
size photo

For the application to the post of Consultant against the vacancy of \_\_\_\_\_

Sl. No.	Particulars	To be filled by the applicant
1.	NAME (IN BLOCK LETTERS)	
2.	Post from which retired	
3.	Date of Birth (DD-MM-YYYY)	
4.	Date of Retirement (DD-MM-YYYY)	
5.	Age as on 01-10-2025	
6.	Office from where retired	
7.	Last Pay Drawn (Basic) (copy of PPO to be enclosed)	
8.	Mobile No.	
9.	E-mail ID	
10.	Present Address	
11.	Permanent Address	
12.	Work experiences (APARs of last 5 years to be enclosed)	

I hereby declare that the particulars are furnished above are true and correct to the best of my knowledge and belief. I further declare that there is no vigilance case pending against me.

Date:

Place:

(Signature of the applicant with date)