



भारतीय लेखा परीक्षा और लेखा विभाग  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता  
REGIONAL TRAINING INSTITUTE, KOLKATA



No. RTI/Kol/HRP/2021-22/ 982

Date: 12.10.2022

CIRCULAR

Applications are invited from Retired Supervisor/ Asst. Supervisor/ Sr. Auditor/Sr. Accountant to work as Sr. Auditor/ Auditor in Regional Training Institute, Kolkata in accordance with the terms and conditions prescribed by Headquarters Office Circular No. 27/2021 issued under No. 967-Staff (App.-I)/22-2016 dated 03.08.2021, and as amended from time to time.

The terms and conditions of this appointment on short term contract basis, are as under:

- 1. Retired Supervisor/ Asst. Supervisor/ Sr. Auditor/Sr. Accountant** for the post of Sr. Auditor/ Auditor against the available vacancies in Sr. Auditor/ Auditor r cadre.
- 2. Tenure and age limit:** Applicant retired officers/ officials should not have completed age of 65 years as on 01.11.2022. This tenure of hiring will be a period of ONE year initially. The maximum number of terms shall be restricted to FIVE. Term extension is applicable till 65 years of age.
- 3. Remuneration and allowances:**
  - (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 of 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. Leave:** Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service to the retired officers/ 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 similar way as in the case of serving officers/ officials as these are events beyond control of any individual.

If retired officers/ officials hired on short term contract 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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**5. Duties assignable and other conditions**

- a. The retired official should have sufficient knowledge in computer to handle the SAI Training Portal.
  - b. All works related to maintenance of records of office Library should have to perform.
  - c. He/ She also supervise the watch and ward works of office building.
  - d. Any other works as and when entrusted to him/ her by the Competent Authority.
6. Statutory deductions/ contributions levied by the Union Government/ State Government/ Local Authorities shall be made as per rules.
  7. The appointment is purely on temporary basis and subject to termination at any time.
  8. The retired officers/ officials hired on short term contract basis shall sign an agreement/ undertaking of confidentiality containing a clause of Ethics and Integrity.
  9. This office reserves all the rights about appointment of retired officers/ officials with regard to this circular.

Officers/ officials who retired from service from any offices of IA&AD, fulfilling the eligibility criteria and willing for the above contract may submit their application in the enclosed proforma. Application duly filled in, in all respects, must reach to this office by post or through email [rtikolkata@cag.gov.in](mailto:rtikolkata@cag.gov.in) on or before 26.10.2022.

*{Authority: Principal Director's order dated 12.10.2022}*

  
Sr. Audit Officer/ Administration

## APPLICATION FROM

Affix Passport  
size Photo

1.	Name of the retired personnel	:	
2.	Date of Birth	:	
3.	Age as on 01.11.2022		
4.	Date of entry in the Government Service	:	
5.	Date of Retirement	:	
6.	Post held at the time of Retirement	:	
7.	Name of Office from which retired	:	
8.	Length of Service	:	
9.	In case of Volunraty retirement, grounds on which retired	:	
10	Qulaification		
	a) Educational	:	
	b) Professional	:	
11.	Experience	:	:Attach separate sheet alongwith copies of APAR for 5 years.
12.	Additional Information, if any, on professional Experience, Training, Work Experience relevant to the post	:	
13.	Mobile Number and Email ID	:	
14	Residential Address for Communication	:	

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

Date & Place:

Signature of the Applicant