



कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी), तमिलनाडु
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS), TAMIL NADU
361, Anna Salai, Teynampet, Chennai – 600018
Website: <https://cag.gov.in/ae/tamil-nadu/en> e-mail: agatamilnadu@cag.gov.in
IVRS Phone: 044-24325050, Phone: 044-24324500, Fax: 044-24320562



No. PAG(A&E)/Estt.I/Rectt/2025-26/114

18.09.2025

NOTICE

Applications are invited from Retired Senior Private Secretary/ Private Secretary/ Stenographer Gr. I to work as Stenographer Gr. I on short term contract basis in the Office of the Principal Accountant General (A&E), Tamilnadu, Chennai in accordance with terms and conditions prescribed by Headquarters Office Circular No. 25-2025 issued under Ltr no 1180-Staff (App)-I/22-2016 dated 08.07.2025.

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

22

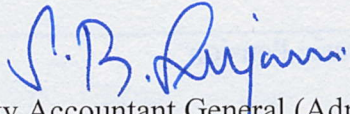
6. The appointment will be purely on temporary basis and is subject to termination at any time.
7. The retired officials selected to be hired on short term contract basis shall sign an agreement of confidentiality containing a clause of Ethics and integrity.
8. The retired officials shall perform the following duties during the period of hiring:
- i. To diarse confidential and D.O. letters addressed to the Principal Accountant General/ Senior Deputy Accountant General/Deputy Accountant General and to watch action on them.
 - ii. Diarise the letters addressed to the Principal Accountant General/Senior Deputy Accountant General/Deputy Accountant General and distribute the same to the concerned sections.
 - iii. To watch the disposal of confidential and D.O. letters and to remind the sections concerned in case of delay in disposal.
 - iv. Despatch confidential and secret letters signed by the Principal Accountant General/Senior Deputy Accountant General/Deputy Accountant General.
 - v. To maintain the confidential and secret files kept in the custody of the Principal Accountant General/Senior Deputy Accountant General/Deputy Accountant General and submit any file required by them.
 - vi. Maintain personal/confidential files.
 - vii. To maintain a record of impounded vouchers etc. kept in the custody of Principal Accountant General/Senior Deputy Accountant General/Deputy Accountant General.
 - viii. To communicate to sections and officers concerned, the orders of the Principal Accountant General/Senior Deputy Accountant General/Deputy Accountant General based on telephone calls and to call for papers required by Senior

Deputy Accountant General/Deputy Accountant General to dispose of urgent and confidential letters.

- ix. To take down notes and drafts dictated by the Principal Accountant General/Senior Deputy Accountant General/Deputy Accountant General and to transcribe them.
- x. To type all confidential/Top secret/D.O. letters/Notes and Orders approved by Principal Accountant General/Senior Deputy Accountant General/Deputy Accountant General.
- xi. To attend to typing work of various panels for recruitment, promotion etc.
- xii. To type-out question papers of various departmental examination/recruitment examination etc.
- xiii. To do correspondence work in connection with the tour of Principal Accountant General/Senior Deputy Accountant General/Deputy Accountant General.
- xiv. To do any other work assigned by Principal Accountant General/Senior Deputy Accountant General/Deputy Accountant General/ Accountant General

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 **03.10.2025**.

(vide orders of the Principal Accountant General dated 12.09.2025)


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

HIRING OF RETIRED OFFICIALS ON SHORT TERM CONTRACT BASIS IN THE
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL A&E

TAMIL NADU CHENNAI-18 - APPLICATION FORM

AFFIX RECENT
PASSPORT SIZE
PHOTO

1	Name of the Retired official	:	
2	Office ID No. (at the time of retirement)	:	
3	Date of Birth	:	
4	Date of entry in the Government service	:	
5	Date of retirement	:	
6	Name of the Office from which retired	:	
7	Post held at the time of retirement	:	
8	Last pay Drawn at the time of retirement	:	
9	Basic Pension	:	
10	Tansport Allowance drawn at the time of retirement (without DA)	:	
11	Length of service	:	
12	In case of Voluntary retirement, grounds on which retired	:	
13	Qualification	:	

14	a) Educational	:	
	b) Professional	:	
15	Work Experience	:	Attach separate sheet along with copies of APAR for 5 years
16	Additional information, if any, on Professional Experience Training, Work experience relevant to the post	:	
17	Mobile Number & Email ID	:	
18	Residential Address for communication	:	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge. I have enclosed copies of APAR (last 5 years), PPO, Last pay certificate and Adhaar Card.

Date:

(Signature of applicant)