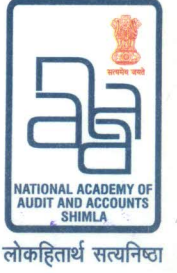




भारतीय लेखापरीक्षा तथा लेखा विभाग  
राष्ट्रीय लेखापरीक्षा तथा लेखा अकादमी  
शिमला - 171004  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
NATIONAL ACADEMY OF AUDIT & ACCOUNTS  
SHIMLA - 171 004



NAAA/Admin/Hired on contract basis/2025-26/ 1776

Dated: 03.09.2025

To,

03 SEP 2025

All the Heads of Departments in IA & AD  
(Except overseas Audit Offices)

**Subject: Hiring of retired Sr. Audit Officer on Short Term Contract basis-reg.**

Applications in the prescribed format are invited from retired / retiring Senior Audit Officers of IA&AD offices for hiring their services on short term contract basis in the office of the National Academy of Audit and Accounts, Shimla with effect from 01-10-2025 or from the date of their actual engagement in accordance with the terms and conditions prescribed in the Headquarters Office Circular No: 25 issued under No: 1180-Staff (App)-1/22-2016 dated 08.07.2025. The officers / officials retired / retiring upto 31-08-2025 can also apply.

The following terms and conditions will be applicable in this regard:

1. The retired officers / officials can be hired on a short-term contract basis initially up to a period of one year extendable up to a maximum of five terms or up to attaining the age of 65 years, whichever is earlier.
2. Remuneration and allowances are governed by OM No: 3-25/2020-E.III dated 09-12-2020 issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi, which is as under:

a. The retired officers 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 the contract.

b. Transport allowance not exceeding the rate applicable to the appointee at the time of his / her retirement shall be allowed. No annual increment / percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract.

3. Paid leave of absence shall be allowed at the rate of 1.5 days for each completed month of service. In case of absence, beyond paid leave in a month for reasons other than due to curfew, band, strike, lock-down; remuneration shall be deducted on pro-rata basis by dividing fixed monthly remuneration by 22 and multiplying the result to the number of days of absence on working days.
4. Duties assignable and other conditions shall be as envisaged in the Headquarters Office Circular dated 08.07.2025.
5. Statutory deduction levied by the Union Government shall be made from the monthly remuneration as per applicable Rules.
6. The appointment will be purely on temporary basis and will be subject to termination at any time.

ई-मेल : naaa.cag@nic.in

e-mail : naaa.cag@nic.in

फैक्स : 0177-2657994

Fax : 0177-2657994

दूरभाष : 2803178, 2652458, 2658320

Phone : 2803178, 2652458, 2658320

Retired /retiring Senior Audit Officers of the IA&AD, fulfilling the eligibility criteria and willing for above assignments may submit their biodata, applications duly filed in all respects by post or through e-mail at [naaa@cag.gov.in](mailto:naaa@cag.gov.in) latest by 22-10-2025.

Yours faithfully

Encl: as above

A handwritten signature in blue ink, appearing to be 'A. S.', with a long horizontal stroke extending to the right.

Director (Administration)

## APPLICATION FORM

**Name of the Office:**

S. No	Particulars	Remarks
1	Name of the retired / retiring Officer / official	
2	Date of Birth	
3	Qualification a) Education b) Professional	
4	Date of Entry in the Govt service	
5	Name of the Office from which retired	
6	Length of service	
7	Date of Retirement	
8	Post held at the time of Retirement.	
9	Post applied for	
10	In case of Voluntary Retirement ground on which retired	
11	Experience	
12	Additional information, if any, on professional experience training, and work relevant to the post	

**I hereby declare that all the information furnished above are true and correct to the best of my knowledge and belief.**

**Signature of Applicant**