

महालेखाकार ( ले व ह ) ,केरल का कार्यालय,  
तिरुवनंतपुरम -695001



OFFICE OF THE ACCOUNTANT GENERAL (A&E)  
KERALA, THIRUVANANTHAPURAM-695001

No. Admn.IV/Engagement of Retd. Officials/AAO/2025 Dated: 11-06-2025

### सूचना/ NOTICE

Applications are invited from retired Senior Accounts Officers/Assistant Accounts Officers to work on short term contract basis against vacancies in Assistant Accounts Officer cadre in the Office of the Accountant General (A&E), Kerala, Thiruvananthapuram, in accordance with the terms and conditions prescribed by Headquarters Circular No.30 issued vide letter No. 1346-Staff (App-1)/ 22-2016 dated 26.09.2023.

The following broad terms and conditions will be applicable to the contractual officers:

1. The applicant should not have attained the age beyond 64 years as on 01.06.2025.
2. Selected person would initially be appointed for a term of one year, extendable up to a maximum of five terms or 65 years whichever is earlier, subject to his/her performance and requirement of service.
3. Remuneration and allowances payable will be governed by OM No. 3-25/2020- E.II A dated 09.12.2020, issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi.
4. 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 of remuneration so fixed shall remain unchanged for the term of contract.
5. No annual increment/percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract period.
6. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment.
7. Paid Leave of absence will be allowed at the rate of 1.5 days for each completed month of service to the retired Official hired on short term contract basis. Accumulation of leave beyond a calendar year will not be allowed.

However, absence during curfew, bandh, strike, lockdown shall be dealt with in a similar way as in the case of serving officers/officials.

8. If the retired official hired on short term contract basis remains 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:

No. of days of absence on working days x Fixed Monthly Remuneration

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9. Statutory deductions levied by the Union Government shall be made as per rules.
10. The engagement/hiring will be purely on temporary basis and is subject to termination at any time in accordance with Headquarters Circular No.30 issued vide letter No. 1346-Staff (App-1)/ 22-2016 dated 26.09.2023.
11. Applicants willing to be posted at Main Office, Thiruvananthapuram or Branch Offices at Ernakulam and Thrissur may apply and shall give their preferences of station along with the application.
12. The retired officials selected to be hired on short term contract basis shall sign an agreement of confidentiality containing a clause on Ethics and Integrity.
13. If the retired officers are sent on official tour, the TA/DA shall be paid as per their entitlement at the time of retirement.

Senior Accounts Officers/Assistant Accounts Officers who retired from service from any of the A&E Offices of IA&AD, fulfilling the eligibility criteria and willing for the above assignments may submit their application in the enclosed proforma. Applications duly filled in all respects must reach the undersigned by post or through e-mail [agaekerala@cag.gov.in](mailto:agaekerala@cag.gov.in) latest by **23.06.2025**.

***Encl: 1. Application Form***

***2. Annexure on Duties and Deliverables***

Digitally signed by  
Basha Mohammed B  
Date: 11-06-2025  
17:12:37

**उप महालेखाकार (प्रशासन)**  
**Deputy Accountant General (Admn)**

Copy to:

1. Notice Boards- Main Office/Branch Offices

2. Office Website/ Intranet
3. PA to AG / PA to Group Officers/ C-Cell

**APPLICATION FORM**Affix recent  
photograph here

| Sl. No. | Particulars  |                |
|---------|--|----------------|
| 1.      | Name of the Retired Official   |                |
| 2.      | Residential address for communication  |                |
| 3.      | E-mail ID  |                |
| 4.      | Mobile Phone No.   |                |
| 5.      | Date of Birth  |                |
| 6.      | Qualification:   |                |
|         | a) Educational   |                |
|         | b) Professional  |                |
| 7.      | Date of Entry in the Government Service  |                |
| 8.      | Name of the Office from which retired  |                |
| 9.      | Post held at the time of Retirement  |                |
| 10.     | Length of Service  |                |
| 11.     | Date of Retirement   |                |
| 12.     | In case of Voluntary Retirement, ground on which retired   |                |
| 13.     | Experience in wings of A&E offices<br><b>(to be furnished in detail)</b>                               |                |
| 14.     | Additional information, if any, on Professional Experience training, work relevant to the post         |                |
| 15.     | General health condition of the applicant  |                |
| 16.     | Preference of station<br>(Thiruvananthapuram/Ernakulam/Thrissur)<br><i>Provide order of preference</i> | 1.<br>2.<br>3. |

**I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.****Place:****Date:****(Signature of Applicant)**

**DUTIES/DELIVERABLES TO BE ASSIGNED TO RETIRED OFFICIALS PROPOSED  
TO BE HIRED ON SHORT TERM CONTRACT BASIS IN THE ASSISTANT  
ACCOUNTS OFFICER (AAO) CADRE**

Based on the assessment of work requirements and the current vacancy position in the Assistant Accounts Officer (AAO) Cadre, the broad duties and deliverables expected from the retired officials are outlined below, categorized by the respective wings of the office:

| <b>Wing</b>    | <b>Detailed Duties/Deliverables</b>  |
|----------------|--|
| ADMINISTRATION | <ul style="list-style-type: none"> <li>• Supervise, review and process files and correspondence related to administrative matters.</li> <li>• Coordination functions such as inter-office communications, vetting of draft orders, reporting mechanisms, compliance with instructions from higher authorities, and maintaining up-to-date administrative records.</li> <li>• Oversee the maintenance and regular updating of personal service records and Service Books (SBs) of employees.</li> <li>• Monitor activities of the General Section including dispatch, inward and outward correspondence, and inventory control.</li> <li>• Manage employee training programs, maintain training records, and support training-related logistics.</li> <li>• Supervise document archiving and record management systems ensuring compliance with record retention policies.</li> <li>• Carry out any other administrative or supervisory duties as assigned by the Senior Accounts Officer (Sr.AO), Group Officer, or Head of Department (HoD).</li> </ul> |
| GE             | <ul style="list-style-type: none"> <li>• Supervise the end-to-end processing of pay slips.</li> <li>• Processing of other GE functions in GEMS.</li> <li>• Maintenance of e-GERs.</li> <li>• Provide verified pay particulars and supporting data necessary for the timely processing of pension cases.</li> <li>• Perform any additional responsibilities as entrusted by the Sr.AO, Group Officer, or HoD.</li> </ul>  |
| PENSION        | <ul style="list-style-type: none"> <li>• Supervise and review the process of authorisation of pension cases.</li> <li>• Oversee the revision of pension cases in accordance with Government orders and judicial pronouncements.</li> </ul>   |

|                |   |
|----------------|---|
|                | <ul style="list-style-type: none"> <li>• Ensure meticulous scrutiny of Service Books for correctness of qualifying service, last pay drawn, and pension entitlements.</li> <li>• Undertake any other pension-related assignments as directed by the Sr.AO, Group Officer, or HoD.</li> </ul>  |
| FUNDS          | <ul style="list-style-type: none"> <li>• Supervise the examination and processing of requests for Non-Refundable Advances (NRA), Closure applications, and settlement of Residual Balances under Provident Fund Rules.</li> <li>• Monitor the reconciliation and clearance of missing credits and debits in Provident Fund accounts maintained for Kerala State Government Employees and Part-Time Contingent Employees.</li> <li>• Verify documents, cross-check Treasury data, and resolution of discrepancies.</li> <li>• Carry out other fund-related tasks as assigned by the Sr.AO, Group Officer, or HoD.</li> </ul>                                       |
| ACCOUNTS & VLC | <ul style="list-style-type: none"> <li>• Oversee the preparation and finalization of Accounts ensuring adherence to prescribed timelines and accuracy standards.</li> <li>• Validate and check vouchers; flag misclassified items for rectification.</li> <li>• Supervise the monthly porting of account data from the Treasury System to the VLC (Voucher Level Computerisation) System, generate Civil Accounts, and ensure uploading of data to the KSEMP Portal for reconciliation.</li> <li>• Maintenance of loan account records.</li> <li>• Undertake other accounting and VLC-related tasks as instructed by the Sr.AO, Group Officer, or HoD.</li> </ul> |