

**Office of the Accountant General (A&E)-II,
Madhya Pradesh, Gwalior**

No.Admin/Hiring of Retired Personnel/Accountant/2025-26/O.O/33

Date:-13/05/2025

//CIRCULAR//

Applications are invited from retired Supervisors/Assistant Supervisors/Sr. Accountants/Accountants (retired from Indian Audit & Accounts Department) to provide service as Accountant on short term contract basis as per following terms and conditions envisaged in Headquarters' circular No. 30, No. 1346-Staff (App I)/22-2016 dated 26-09-2023: -

- (1) **Eligibility:** - Retired Supervisor/Assistant Supervisor/Sr. Accountant shall be eligible for hiring against the vacancies in the Cadre of Accountant.
- (2) **Tenure and age limit:** - The retired officials will be hired on a short-term contract basis initially up to a period of one year. The maximum number of terms shall be restricted to five. Further, no retired officials shall be hired on short term contract basis beyond the age of 65 years.
- (3) **Remuneration payable:** -
 - (i) Remuneration and allowances payable to retired officials 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: -
 - (a) The retired 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 the contract.
 - (b) 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.
 - (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 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 as these are events beyond the control of any individual. If retired 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) **Deliverables and other conditions:** -
 - (a) In field offices, retired officials hired on a short-term contract basis, shall be responsible for performing the duties related to the post against which they are hired, as well as any other duties or responsibilities assigned by the Head of Department, unless otherwise specified in this circular.

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- (b) The hired officials will not sign the PPOs, GPF statements, monthly accounts and correspondences made outside IA&AD, etc. These documents shall be signed by a regular officer only.
- (c) Retired officials shall, as far as possible, not be deputed on field audit duties/inspection. In case of exigencies, with the approval of HOD, they may be deputed on field audit duties and TA/DA shall be paid as per their entitlement at the time of retirement. Even in such cases, they shall not issue any audit/inspection memo which will be issued by a regular officer only.
- (d) The Officials hired on short term contract basis are not authorized to either write or review the APARs of regular staff. In such cases, the officer just above the regular employee in the hierarchy will act as the Reporting Officer/Reviewing Officer.
- (e) Where considered necessary, the Head of Department may issue suitable Identity Cards to the retired officials hired on short term contract basis.

Interested retired Supervisors/Assistant Supervisors/Sr. Accountants (retired from Indian Audit & Accounts Department) for appointment as Accountant on short term contract basis who are less than 65 years of age can apply to the undersigned in the enclosed Proforma along with the self-attested APARs of last five years by 15.06.2025.

Encl: - Application Form

Sd/-

Dy. Accountant General/Admin.

No.Admin/Hiring of Retired Personnel/2025-26/STR-II/ 460

Date: -13/05/2025

- (1) ✓ Copy forwarded to Sr. Accounts Officer/VLC, office of the Accountant General (A&E)-I, Madhya Pradesh, Gwalior for uploading the above advertisement on the website of your office.
- (2) Sr. Accounts Officer/EDP for uploading the above advertisement on the website of this office.
- (3) Notice Board
- (4) Guard File

Sr. Accounts Officer/Admin

Office of the Accountant General (A&E)-II,
Madhya Pradesh, Gwalior

Application Form (To be filled in CAPITAL LETTERS only)						
Name (in English and in Hindi)						
Designation at the time of retirement						
Basic Pay & Pay Level at the time of retirement						
Date of Birth						
Educational Qualification: - (i) Academic:- (ii) Professional:-						
Gender: - ☐ Male ☐ Female				Category: - ☐ SC ☐ ST ☐ OBC ☐ Gen		
Total length of Service in Govt. Dept.						
In case of VRS, ground on which retired						
Correspondence Address						
Mobile Number						
Email ID (If any)						
Details of employment in chronological order						
Sl.No.	Name of Office	Post held	From	To	Gr.Pay/Basic /Pay Level	Nature of Duties

Additional information, if any, on professional experience, training, work relevant to the post: -

Declaration & Certificate

I hereby declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I understand that this position is purely temporary on contract basis, if it is found after my appointment at the Centre that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Date:-

Place:-

Signature of Applicant