



OFFICE OF THE PRINCIPAL ACCOUNTANT  
GENERAL (A&E)-I MADHYA PRADESH,  
GWALIOR



No. Admn-I/G.O.Gr/Short term cont./12

Dated:- 17-04-2015

**CIRCULAR**

Applications in the prescribed proforma (enclosed) for the post of Assistant Accounts officer are invited from retired Sr.Accounts Officers/Accounts Officer & Asstt. Accounts Officers of Indian Audit and Accounts Department to provide services as AAO on short term contract basis as per following terms and conditions envisaged in Headquarters circular No . 06-2015 No.150-Staff(App)/22-2012 dated 10.03.2015:-.

- (1) **Eligibility:-** Retired Sr.AOs/AOs/AAOs shall be eligible for hiring against the vacancy in the Assistant Accounts Officer Cadre. Preference will be given to Law Graduates.
- (2) **Tenure and age limit :-** The retired officer will be hired on a short term contract basis initially up to a period of 11 months. The maximum number of terms shall be restricted to three. Further, no retired officer shall be hired on short term contract basis beyond the age of 64 years.
- (3) **Remuneration payable :-**
  - (A) The retired officer will be paid fixed remuneration of Rs. 20,000=00 per month.
  - (B) Retired officer hired on short term contract basis will not be entitled for perquisites such as house rent allowance, residential accommodation, dearness allowance and transport allowance.
- (4) **Leave:** The retired officer hired on short term contract basis shall not be entitled to any kind of leave. However, absence during curfew, bandh, strike should be dealt with in a similar way as in the case of serving officers/officials as these are events beyond the control of any individual. If retired officer hired on short term contract basis remain absent on any working day in a month for reasons other than those indicated above, his/her remuneration shall be deducted on pro-rata basis as under :-

$$\frac{\text{Fixed monthly remuneration}}{22} \times \text{No. of days of absence on working days}$$

- (5) **Duties assignable and other conditions :**
  - (a) The retired officer hired on short term contract basis shall not sign the PPOs, GPF statements, monthly accounts and correspondence etc.. These documents shall be signed by a regular officer only.
  - (b) Retired officer shall, as far as possible, not be deputed on field audit duties/inspection. In case of exigencies, if the situation so demands, they may be deputed on field Inspections duties and TA/DA shall be paid as per existing rules in accordance with the Grade Pay of the post against which they have been hired. Even in such cases, they shall not issue any audit/inspection memo which will be issued by a regular officer only.
  - (c) Retired officer hired on short term contract basis is not authorised 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.
  - (d) Where considered necessary, the Head of Department may issue suitable Identity card to the retired officer hired on short term contract basis.

**Interested retired Sr. AO/AO/AAO for appointment as AAO on short term contract basis who are less than 64 years of age may apply in the enclosed format by 05.05.2015 positively.**

Sr.Accounts Officer/Admn-I



OFFICE OF THE PRINCIPAL ACCOUNTANT  
GENERAL (A&E)-I MADHYA PRADESH,  
GWALIOR



**BIO DATA**

**Application for Hiring of retired officers on short term contract basis.**

1.	Name & Address (in block letters)  Contact No.					
2.	Date of Birth					
3.	Date of Retirement					
4.	Educational Qualification					
5.	Post, Pay Band, Basic Pay, Grade Pay at the time of Retirement					
6.	Permanent post held with scale of pay and date of confirmation					
7.	Detail of employment in chronological order as below					
Sl. No.	Office	Post held	from	to	Scale of pay and basic pay	Nature of duties

8. Additional information, if any

9. Whether belongs to SC/ST

Date .....

Signature of Applicant