



**OFFICE OF THE ACCOUNTANT
GENERAL (A&E), PUNJAB, & U.T.
CHANDIGARH - 160017.**

No. Admn. I/Recd/Retd Job consultants/18-19/ 3730

Dated:- 20-09-2018

Circular

Subject: Engagement of Retired Sr. AO/AO/AAO/Supervisor for the post of Consultant on short term contract basis.

Applications are invited from retired IA&AD personnel of this office not below the level of Sr.AOs/AOs and AAOs/Supervisor for engagement as Consultants on short term contract basis in this office in the prescribed proforma (enclosed) alongwith copies of their APAR for the last five years if available with them. The upper age limit is 63 years as on 01.10.2018.

Job Description:-

The consultant shall be required to perform duties normally assigned to a Asstt. Accounts Officer. Specifically, work relating with various technical accounting issues having experience in VLC.

Terms and Conditions:-

1. Initial term of engagement is for 11 months from the date of joining the post, which is extendable, subject to administrative requirement.
2. A fixed monthly remuneration of Rs. 30,000/ shall be payable.
3. A consultant will not be entitled for perquisites such as HRA, residential accommodation, dearness allowance and transport allowance.
4. He will not be entitled to any kind of leave. However, absence during curfew, strike, bandh will be dealt with as in case of serving officials. Any absence on working days in a month for reasons other than above will be liable for deduction of his remuneration on pro-rata basis as under:

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

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The interested persons may submit their applications to the undersigned by 05.10.2018.

27/25 18/9/18
Deputy Accountant General (Admn)

1. Copy to Notice Boards of this office.

2. Sr. Accounts Officer, IT Support Cell for uploading on website.

Application for the Post of Consultant

1. **Name (In block letters) & Address :**
2. **Date of Birth :**
3. **Date of Retirement :**
4. **Post from which retired :**
5. **Office from which retired :**
6. **Belonged to which branch :**
7. **Age as on 01.10.2018 :**
8. **Brief description of experience :**

9. **Any other information you wish to add :**

I certify that above particulars given by me are true and correct to the best of my knowledge. I have read carefully the job descriptions and terms and conditions etc., relating to above post and is willing to be considered.

Signature of the applicant