

Government of India
Ministry of Communication
Department of Telecommunications
O/o Controller General of Communication Accounts,
NICF Campus, Ghitorni, New Delhi – 110047

No. 23-06-2018/Admin-IV / 4461

Dated: 01.01.20201

CIRCULAR

Sub: Hiring of consultant in the office of CGCA- reg.

It has been decided by the Competent Authority to hire one consultant from retired Group 'B' Gazetted Officer of Central Govt/State Govt/ Public Sector Undertakings /Govt Autonomous Bodies having good knowledge of Audit, Accounts, Establishment matters, USOF, SAMPANN, License Fee, Pension, GPF, Revenue collection, Accounting and its Compilation, Conduction of Internal Audit, Compilation of Report & Review of Internal Audit and PG Section, Karol Bagh, Delhi-05 of the office,

2. Applications in the prescribed performa (as per Annexure) are invited from willing/ eligible retired Group 'B' Gazetted Officer under the Central Govt/State Govt/Public Sector Undertakings/Govt Autonomous Bodies, as per the details given below:-

1	Name of the Post:	Consultant
2	Status	Hired Service
3	Remuneration	To be decided by the committee
4	No. of Post	1 (One)
5	Eligibility	Retired Group-B Gazetted Officer under the Central Govt/State Govt/ Public Sector Undertakings /Govt Autonomous Bodies having experience of Audit and Accounts work (i.e Compilation of Accounts and Conducting of Internal Audit etc).
6	Age limit:	The age of applicant shall not exceed 65 years, as on the closing date of receipt of applications.
7	Duties attached to the Consultant	To deal with Accounts, FRs/SRs/GFRs and other Establishment Matters, License Fee, Pension, GPF Related Matters, Revenue Collection, Accounting, Budget, Conduction of Internal Audit, Compilation of Report & Review of Internal Audit, USOF and SAMPANN etc.
8	Terms & Condition:	The terms and conditions for engagement of consultant as issued DoT HQ vide OM No. 33-11/2011-SEA-III dated 27.02.2013, 15.06.2017 and as amended from time to time.
9	Period of Consultancy:	Period of consultancy will be initially for 6 months and further extendable as per requirement within the limit prescribed vide OM No. 33-11/2011-SEA-III dated 27.02.2013, 15.06.2017 and as amended from time to time.

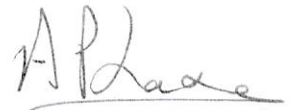
10	Location of post:	The officer selected as consultant is liable to be posted in any Section of Office of CGCA or to be decided by the committee.
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3. The applicant shall submit their application to Sh. Arvind Prakash Xaxa, Dy.CGCA (Admin) O/o CGCA, NICF Campus, Ghitori New Delhi-110047.

4. The photocopies of the Retirement Order, PPO, LPC, and work experience as consultant, if any shall be attached with the application.

5. The last date for receiving applications is 15.01.2021. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed performa are liable to be rejected and no correspondence shall be entertained in this regard.

Encl : Annexure



(Arvind Prakash Xaxa)

Dy. CGCA

Phone: 011-26501132

Fax: 011-26503916

Email: ap.xxaxa@gov.in

To

1. Jt. CGCA(IA&PG)/Jt. CGCA(C&A)/Jt. CGCA(BA&IT)/Jt. CGCA(Revenue)/Jt. CGCA(M&C).
2. Asstt. CGCA(B&IT) to upload the circular on the official website of this office.
2. Notice Board.

Performa

Pass port size
photo

Application for engagement as Consultant in the O/o CGCA, Delhi.

1.	Name of applicant					
2.	Designation (at Retirement)					
3.	Basic Pay (at Retirement)					
4.	Pay Level (at Retirement)					
5.	Date of Birth					
6.	Date of Entry in Service (Govt.)					
7.	Whether SC/ST/OBC/PH					
8.	Ministry/Department (in which retired) with complete address					
9.	Date of retirement					
10.	Educational Qualification					
11.	Experience/Service particulars	Sl.No	Name of Office	Post	Period	Nature of work

Undertaking

I have carefully gone through the circular/advertisement and I am well aware that the curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for engagement as consultant in Internal Audit and PG Section, Karol Bagh, Delhi-05 of office of CGCA.

Date:
Place

(Signature of applicant)