

Government of India  
Principal cum Pay and Accounts Office  
**Ministry of New & Renewable Energy**  
Phase II, 5<sup>th</sup> Floor, Atal Akshay Urja Bhawan,  
Lodhi Road, New delhi-110003  
Ph. No: 011-20849133

F.NO. Pr. PAO/Admn/MNRE/2023-24/

Dated: 30.11.2023

**CIRCULAR**

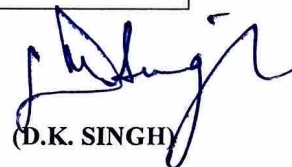
**Sub: Engagement of 03 Retired Officers (Sr. AO's/AO's) empanelled with O/o CGA and O/o CAG as Consultant for Budget Division, Internal Audit Wing, Accounts section in Pr. cum PAO, Ministry of New & Renewable Energy, New Delhi**

Application in the prescribed format (as per Annexure) are invited from suitable candidates i.e., those empaneled as a consultant with O/o CGA & O/o CAG for engagement as Consultant (Retired Sr.AO/AO) in O/o Pr. cum PAO, MNRE, New Delhi on short term contract basis as per details given below:

1.	Name of the Post	Consultant
2.	Number of Posts	03
3.	Period of Engagement	1 year (Extendable by another one year based on satisfactory work and approval from the Competent Authority).
4.	Job Location	Delhi
5.	Age Limit	Age limit is 63 as on 01.11.2023
6.	Educational Qualification	Graduate in any discipline
7.	Experience Required	<p><b>For Budget Division</b> – Experience in preparation of Statement of Budget Estimates, Supplementary Proposals, Surrender of Funds, Preparation of Detailed Demand for Grant, Feeding of data on UBIS &amp; ECL Portal etc and all other related work of Budget.</p> <p><b>For Account Section</b> – Experience in preparation of Monthly Accounts, Finance Account, Appropriation Account, Statement of Central Transaction, and all other work related to Account Section.</p> <p><b>For Internal Audit</b> – Experience in Internal Audit of DDO's/Schemes/Autonomous Bodies/Public Sector Units of MNRE and preparation of Internal Audit Report. He/She must possess knowledge of Accounting Rules/Regulations/Procedures, Financial Reporting, Payment Functions, Commercial Accounting &amp; PFMS. Candidates having Diploma in Government Accounting and Internal Audit from AJNIFM, Faridabad will be given preference.</p> <p>For all sections knowledge of basic computer functions and MS – Office is essential.</p>
8.	Eligibility condition	The retired officer (Sr. AO/AO) must be empanelled with O/o CGA & O/o CAG as a Consultant.
9.	Remuneration/Salary	<ol style="list-style-type: none"><li>1. The remuneration of retired government servants shall be as per the DOE OM No.3-25/2020-EIII-A dated 09/12/2020.</li><li>2. The Transport allowance shall be fixed as per the DoE OM No.3-25/2020-E.III-A dated 09/12/2020 and shall not be varied during the tenure of employment.</li><li>3. A fixed monthly remuneration by deducting basic pension from the pay drawn at the time of retirement shall be paid. Other terms and condition shall be as per the above-mentioned OM.</li><li>4. No HRA shall be paid.</li></ol>
10.	Leave	Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed
11.	Role and Responsibilities	<b>For Budget Division</b> – To assist with the whole work pertaining to Budget Division in the Ministry of New and Renewable Energy.

		<p><b>For Account Section</b> – To assist with the whole work pertaining to Monthly Accounts, Finance Account, Appropriation Account, SCT etc.</p> <p><b>For Internal Audit</b> – Internal Audit of Units and Schemes under O/o Pr. cum PAO, MNRE and preparation of Audit Report &amp; other related work.</p>
12.	Terms of Contract	<ol style="list-style-type: none"> <li>1. The term of appointment shall be for a period of One year, extendable by another one year based on satisfactory work and approval from the Competent Authority.</li> <li>2. The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.</li> </ol>
13.	Method of Selection	<ol style="list-style-type: none"> <li>1. After examination of Application and CV's, the shortlisted candidates shall be called for interview.</li> <li>2. A selection committee shall make the final decision on the basis of performance of candidates in interview.</li> </ol>
14.	Terms and conditions	<ol style="list-style-type: none"> <li>1. Only retired Government Servants (Sr. AO/AO) with the qualification as detailed above shall be considered eligible.</li> <li>2. He /She shall not be entitled to any other allowance like HRA, CCA, accommodation, telephone etc.</li> <li>3. For official tours, the consultant shall be entitled to TA/DA as per their entitlement at the time of retirement.</li> <li>4. Incumbent shall have no right to get absorbed/regularized.</li> <li>5. The engaged persons shall not indulge or disclose to any person the information, which is confidential in nature. A non-disclosure agreement shall be signed by the consultant.</li> <li>6. The Consultant can be terminated at any time by the Competent Authority.</li> <li>7. The Consultant shall give one-month advance notice in case of discontinuation of his/her services to O/o CCA, MNRE.</li> </ol>
15.	How to apply	<p>Applications to be filled in the prescribed Performa required to be sent to:  Senior Accounts officer (Admn.)  Pr. cum PAO, MNRE  Phase II, 5th Floor, Atal Akshay Urja Bhawan  Lodhi Road, New Delhi – 110003</p> <p>Email ID – <a href="mailto:pao.mnre@gov.in">pao.mnre@gov.in</a></p> <p>No TA/DA shall be payable to attend the interview. Original documents shall be brought by the candidate in support of eligibility at the time of interview for verification.</p> <p>The Complete application should reach the above address by 22/12/2023.</p>

This issues with the approval of the Chief Controller of Accounts, MNRE.

  
(D.K. SINGH)

Sr. Accounts Officer (Admn)

To

1. Sr.A.O.(ITD), O/o CGA with a request to publish on CGA website.
2. NIC, MNRE with a request to publish on website.
3. Sr. AO, DoPT
4. Sr. AO, C&AG



**Application for the post of "CONSULTANT" on contract basis in the Ministry of New and Renewable Energy, New Delhi.**

1. Name in full (in Block letters):
2. Gender:
3. Date of Birth:
4. Age as on date of advertisement:
5. Present/Correspondence address:
6. Telephone/Mobile/ E-mail:
7. Permanent Address:
8. Educational Qualification:

Exam Passed	Name of the University	Year of Passing	Subject	Division	Percentage of marks obtained

9. Experience Details of all previous and present employment:

Name of Employer	Name of the Post	Salary Drawn	Period		Nature of Duties performed
			From	To	

10. Date of Retirement:
11. Last Pay Drawn:
12. Office Pay Drawn:
13. Any other relevant information:

**DECLARATION**

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after Selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Department.

Place:

Date: