

No. CCA/MoRD/IAW/2023-24/ 4013-15
भारत सरकार Government of India
ग्रामीण विकास मंत्रालय / Ministry of Rural Development
मुख्य लेखा नियंत्रक कार्यालय / Office of Chief Controller of Accounts
प्रधान लेखा कार्यालय / Principal Accounts Office
क. सं. 549, जी बिंग, कृषि भवन / Room No. 549, 'G' Wing, Krishi Bhawan
नई दिल्ली-110001 / New Delhi-110001

Dated: 26.12. 2023

Sub: Notice for Engagement of Consultants on Contract Basis for Risk Based Internal Audit of Schemes etc. in Ministry of Rural Development.

The Office of the Chief Controller of Accounts, Ministry of Rural Development invites applications from interested and qualified candidates to engage them as Consultants for Risk Based Internal Audit of various schemes in Ministry of Rural Development (MoRD).

2. The applicant should be either (i) retired from audit, accounts, financial, civil engineering services in central or state governments at the pay Level 8 or above (7th CPC) and have handled implementation of schemes of civil ministries; OR (ii) retired officers from autonomous bodies, public sector banks and PSUs, who have handled the work of accounting, auditing, finance, civil engineering; OR (iii) Certified Internal Auditors for RBIA in Rural Development Programmes; OR (iv) qualified Chartered Accountants. Terms and Conditions of engagement is attached herewith.

3. Candidates need to apply with full credentials in the prescribed format of application. The application should reach to the following addressee by 09.01.2024:

Sr. Accounts Officer (Admn.)
O/o Chief Controller of Accounts,
Ministry of Rural Development,
549-G Wing, Krishi Bhawan New Delhi-110001
Email: prao.admn-mord@gov.in

5. The interview of shortlisted applicants shall be held at New Delhi and/or in online mode. The date of the interview shall be intimated separately, to the shortlisted applicants.

6. This office reserves the right to accept or reject the applications.

7. For any further clarification/query, please contact: 011-23389111 / 011-23383697.


Sr. Accounts Officer (Admn.)

Distribution:

- Nodal officers for uploading of this notice on websites of MoRD, DoLR & MoPR
- The offices of central accounts services' cadres
- CIARD, NIRD&PR, Hyderabad – for disseminating to all qualified CIAs.

A. SCOPE OF ENGAGEMENT

1. Preparation of draft annual audit plan, audit engagement activities
2. Conducting training, workshops for participants identified by O/o CCA, MoRD
3. Conducting of audit by visiting the auditee unit at its place or place decided by O/o CCA.
4. Preparation of draft audit reports, forwarding of approved audit reports to the concerned authorities, evaluation of auditee's responses, follow up actions, vetting of ATRs, etc.
5. Preparation of draft annual review of audit, and
6. Any other work assigned by the competent authority in O/o CCA, MoRD.

B. TERM AND CONDITIONS FOR ENGAGEMENT OF CONSULTANTS ON CONTRACT

1. The services of the consultants on contract basis are hired for undertaking the work of internal audit of various schemes and related / works in o/o CCA, MoRD.
2. **The term of engagement** will be initially for one year or maximum up to the age of 65 years whichever is earlier. The term is extendable based on performance acceptance for another year or maximum up to the age of 65 years whichever is earlier. Also, the term of contract can be curtailed based on performance of consultant, prolonged leaves / illness, work is no longer required or any other reason by O/o CCA. After the expiry of tenure, the consultants so engaged shall have no claim/right for future employment in Govt. Service.
3. **Eligibility:** The applicant should be either (i) retired from audit, accounts, financial, civil engineering services in central or state governments at the pay Level 8 or above (7th CPC) and have handled implementation of schemes of civil ministries; OR (ii) retired officers from autonomous bodies, public sector banks and PSUs, who have handled the work of accounting, auditing, finance, civil engineering; OR (iii) Certified Internal Auditors for RBIA in Rural Development Programmes; OR (iv) qualified Chartered Accountants having over 2 years' experience including that of data analysis.
4. **Age of applicant** on the last date of application: If retired on superannuation from government service, autonomous body, PSU bank, should not be over 62 years. In other cases, the age of applicant should be between 25 & 45 years.
5. **Number of Consultants to be hired:** A panel of 25 Consultants will be drawn through this engagement process out of which 8 will be engaged immediately. Rest of the panel will be used as per the vacancies arise.
6. **Out of total no. of requirement** so being hired, 1-2 may be preferably qualified CA having 2-years' experience including that of data analysis.
7. **Place of posting:** The O/o CCA, MoRD (Head Quarter: New Delhi) plans to have regional distribution of consultants. From the place of their postings, they shall be required to travel to HQ (New Delhi) or place of audit in that region. The consultants while applying can indicate their place of preference out of New Delhi, Hyderabad, Chennai, Kolkata, Mumbai. However, the applicants may note that final decision regarding placement of selected candidates in any city remain with O/o CCA, MoRD.
8. **Knowledge of regional language** shall also be taken into account to take care of need of reports, ATRs, communications, training material, etc. in respective regional language as far as possible.



9. **Remuneration:** To retired government employees, a fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. Officials retired from PSU banks / autonomous bodies and others will be paid a fixed monthly remuneration of Rs.45,000/- per month. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.
10. **Transport Allowance (TA):** A fixed amount of Rs.3600/- per month will be admissible as Transport Allowance for the purpose of commuting between the residence and the place of work. The amount so fixed shall remain unchanged during the term of appointment. However, in case of absence from head quarter for more than 15 days in a month, TA may be restricted proportionally.
11. The consultant must have a **laptop** in working condition for use in field, office or work from home. Consultant must also have **smart mobile with internet / hotspot** for internet connectivity of laptop. Consultant shall get reimbursement of Rs. 800/- per month and Rs. 400/- (inclusive of taxes) per month towards use of laptop & internet through mobile hotspot. This shall be reimbursed to them upon submission of necessary reimbursement claims accepted & forwarded by SrAO (IAW/HQ), O/o CCA.
12. **TA/DA on tour:** Retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of their retirement. For others, the entitlement will be equivalent to Level 10 (7th CPC) officers of Gol.
13. **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. For other absence, pro-rata reduction in remuneration will be imposed. Leaves not more than 5 days will be sanctioned in one month.
14. **HRA:** No HRA shall be admissible.
15. **Integrity Clause:** (i) The applicants should give an undertaking that no vigilance / criminal case is either pending or contemplated against him/her. (ii) The consultants shall be governed by Official Secrets Act and rules / regulations / instructions issued there under. He shall not disclose any information / data to any unauthorized person(s). (iii) All the documents pertaining to work by consultants shall be the property of the government.
16. He shall not take up any similar assignment or contract elsewhere during his service as consultant that **conflicts the interest** of government in this matter.
17. **Termination:** Either party i.e., O/o CCA or consultant can terminate the contract after giving one month notice. However, this shall not apply in case of violation of integrity clause by consultant. In that case the contract can be terminated immediately without need of notice or payment of remuneration equivalent to notice period.
18. **Preference** shall be given to the applicant possessing (i) 3-week Certificate in Internal Audit conducted by NIRD&PR/CIARD/SIRDs (ii) Advance knowledge in computer/IT, PFMS and other applications. (iii) Experience in accounting, Internal Audit, pay fixation and PFMS (iv) Knowledge & experience in commercial accounting/banking such as fund flow statements, annual financial accounts etc.
19. The O/o CCA shall issue appointment letters to selected candidates. The O/o CCA may also maintain the **panel of consultants** and in case of any selected candidate does not join duties, the next names from panel shall be called to join.



Application Format for Consultants in IAW, MoRD: (To be filled in capital letters)

1.	Name of the applicant				
2.	Father's/Mother's/Spouse name				
3.	Gender				
4.	Date of Birth				
5.	State of domicile				
6.	Category (Gen/OBC/SC/ST)				
7.	Whether specially-abled (Y/N)				
8.	Status of Employment (In Service / Retired / Consultancy Services / others)				
9.	Designation (Present / last post hold)				
10.	Department (Present / retired from)				
11.	Office Details (Present / retired from)				
12.	Mention whether belongs to Central Govt. / State Govt. /Central PSU / State PSU /Bank / Others				
13.	Level (7 CPC): Basic and total emoluments last drawn				
14.	Educational Qualification				
15.	Work experience (Enclose separate sheet indicating details)	From	To	Post	Duties
16.	Total number of years of Work Experience				
17.	No. of Years of exposure in Social Sector/ Rural Development Programmes				
18.	No. of Years of experience in Accounting/ Finance/Internal Audit/Treasury function/ Social Audit/ Civil Engineering/ Social Audit/ Rural Development Programmes (Strike off which are not applicable)				
19.	Working knowledge of MS Word, MS Excel and preparation of Power point Presentations				
20.	Brief description of present / latest work				
21.	Indicate the reasons for applying for the assignment				
22.	Whether Certified Internal Auditor for RBIA in RD Programmes (Yes/No) [enclose copy]				
23.	Willing to travel to rural areas of districts/states to conduct Risk Based Internal Audits (Yes/No)				
24.	Any illness / issue likely to hamper travel duties				
25.	Correspondence address (preferably residence)				
26.	Email ID				
27.	Contact Number: (i) Primary (ii) Emergency, if any				
28.	Preference of place of posting [New Delhi, Hyderabad, Kolkata, Chennai, Mumbai]	1	2		
		3	4		
29.	Conversant with languages, as per above preferences (2 nd preference onwards could be Hindi or any other language)	1. English		2.	
		3.		4.	

- I Undertake to state that above information as true to the best of my knowledge.
- I also give consent to comply with Terms & Conditions of this contract.

Signature

Date

Name