

**Government of West Bengal
Finance Department**

NOTICE

Engagement of retired WBA&AS Officers on contract basis

Finance Department, Govt. of West Bengal **invites application** from retired members of West Bengal Audit & Accounts Service for appointment on contract basis to the post of **Accounts Officer (Audit)** under Financial Advisor set up on the following terms and conditions:

- 1. Number of Vacancy : 26 (twenty six).**
- 2. Qualification:** Must be a retired member of West Bengal Audit & Accounts Service.
- 3. Age:** Not exceeding 64 years as on 01.09.2016.
- 4. Duties & Responsibilities:** The Accounts Officer (Audit) shall discharge duties and responsibilities under the overall supervision of the concerned Financial Advisor of the department. The functions of Accounts Officer (Audit) shall be as follows :
 - a) To supervise, coordinate, follow up the settlement of audit objections, inspection reports, draft audit para etc. under supervision of FA and Secretary of the Department concerned.
 - b) To ensure prompt action on audit reports and appropriation accounts, report on Public Accounts Committee, Estimates Committees and Committee on Public Undertaking.
 - c) Compilation and scrutiny of Balance Sheet, P&L Accounts, Annual Accounts / , Income / Expenditure Accounts, Receipts & Payments Accounts, etc. of PSUs / Corporations (Companies), Societies, Autonomous bodies, etc. under the departments.
- 4. Period of engagement:** The period of engagement of Accounts Officer (Audit) will be for 1 (one) year from the date of appointment. Engagement will be purely on contract basis and is terminable after expiry of 1 (one) year.
- 5. Remuneration:** Remuneration of retired officers engaged on contract shall be made in terms of Finance Department Order No. 3951-F, dated 27.05.2009 (Basic pay drawn on the date of retirement *minus* basic pension before commutation).
- 6. Place of Posting:** In and around Kolkata / Siliguri.

7. Process of Application:

Interested candidates are requested to apply as per the enclosed **“Application Form”** and submit the same to the **Deputy Secretary, WBA & AS Cell, Group T, Writers’ Buildings, Ground Floor, Block IV, Kolkata 700001 in sealed envelope super scribing “Application for the post of Accounts Officer (Audit) under FA set up”** positively by 5 PM on **16th August, 2016**.

Duly signed scanned copy of the application can also be sent on the Email Id srmscell.fin-wb@gov.in within due date.

- 8. Mode of Selection:** Accounts Officer (Audit) will be selected on the basis interview to be conducted by the **“Selection Committee”** of the Finance Department.
- 9. Last date of submission of application : 5 PM on 16th August, 2016.**

Deputy Secretary

FORM FOR APPLICATION TO THE POST OF ACCOUNTS OFFICER (AUDIT)

1. **Name of the Candidate :**
2. **Date of Birth :**
3. **Address :**
4. **Mobile No. :**
5. **Email Id :**
6. **Qualification :**
7. **Date of Joining in WBA&AS :**
8. **Mode of recruitment :**
9. **Date of retirement :**
10. **Pay at the time of retirement :
(Pay in pay band plus grade pay)**
11. **Basic Pension :**
12. **Details of last 03 (three) postings before retirement :**

Sl No.	Details of Posting including post held, office, department, period etc.	Exposure to audit work (if any)
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13. **Experience in audit work :**

I Shri do hereby certify that the information given above are true to the best of my knowledge and belief.

Date:

Place:

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Signature of the Candidate