

Subject: Engagement/Preparation of Panel of Sr. Consultants (Statistics) – in the Office of the C&AG of India

1. The Comptroller and Auditor General (CAG) of India has the mandate to carry out auditing and accounting functions as enshrined in Articles 148 through 151 of the Constitution of India and CAG’s DPC Act, 1971.
2. It is looking for One **Sr. Consultant (Statistics)** as per the details contained in the subsequent paras.
3. The necessary Qualifications, Scope of work, Deliverables, and other requirements for Sr. Consultant (Statistics) are as under:

Scope of work	<ul style="list-style-type: none">• Help in deciding Sampling methodology and Sample sizes for the various Audits undertaken by the O/o the CAG of India and its field offices.• Apply Statistical concepts in the various Audits undertaken by the O/o the CAG of India and its field offices.• Decide what data are needed to answer specific questions relating to their work• Determine Sources of the required Secondary Data or method of collecting Primary Data.• Design Beneficiary and other Surveys to collect data.• Help in manpower development on use of statistics.• Analyze and interpret data.• Help in Compiling reports using appropriate charts and graphs.• Supervise the work of the Consultants (Statistics) and co-ordinate between the Consultants (Statistics) and the Statistical Advisor
Deliverables	Include preparing/checking detailed sampling plans, integrated statistical analyses for Audit reports, preparation of training materials on Statistics/Sampling. All activities to align with Audit schedules while adhering to established standards of Auditing and Statistical Analysis. The work includes handling sampling of 200 Audits in a year along with the Consultant (Statistics) posted in the Wing.

Essential Qualifications and Experience	<p>(a) Post-Graduation in Statistics or Equivalent with at least 50% marks at Graduation and Post- Graduation Level.</p> <p>(b) Minimum 5 years' Experience in Planning Surveys and formulating Sampling Designs.</p> <p>Indian Statistical Service (ISS) Officers RETIRED at the level of Dy. Director/Director or above with the above qualifications and experience may also apply for the post.</p>
Place of Work	New Delhi, the work normally does not involve any touring.
Age	Less than 40 years as of the closing date of the advertisement; for Retired ISS Officers it should be less than 62 years
Remuneration	<p>For Retired ISS Officers:- As detailed in Point no.ii (a to f) of Annexure A</p> <p>For others :- As detailed in Point no. ii (a to e) of Annexure B</p>
Designation	Senior Consultant (Statistics).
Period of Contract	As detailed in Point (i) of Annexure A & B
How to apply	<ul style="list-style-type: none"> • Interested and eligible candidates may apply in the prescribed format [Annexure-I] within 20 days from the date of publication of the advertisement on the website of the CAG of India. • The application duly filled in may be e-mailed to sao2stat@cag.gov.in • Candidates should NOT send any application by POST/COURIER/Any other Physical mode.
Selection process	<ul style="list-style-type: none"> • Application screening by the Screening Committee • Selection interview in respect of shortlisted candidates

For details of Declaration of Secrecy, Contract/Agreement, Feedback and other terms and conditions, not mentioned above, the candidate may refer to Annexure A&B.

Sr. Administrative Officer
Statistics Wing

Office of the Comptroller and Auditor General of India
APPLICATION FORM FOR SENIOR CONSULTANTS - STATISTICS

1. Name :
2. Father's/ Mother's Name :
3. Date of birth :
4. Gender :
5. Nationality :
6. Present Address (for Communication) :
7. Email address :
8. Contact No. : Landline:
Mobile No.:
9. Academic Qualifications (in reverse order, starting from the latest)

Affix recent
self-attested
Passport size
photo

Sl. No	Degree	Year	Subjects	University/ Institute	Class/ Division	Percentage of Marks
1						
2						
3						
4						

10. Professional qualifications (in reverse order, starting from the latest)

SI. No	Degree	Year	Subjects	University/ Institute	Class/ Division	Percentage of Marks
1						
2						
3						

11. List of relevant technical and academic publications

12. Month/Year of Joining Indian Statistical Service:

[For Retired ISS Officers only]

13. Details of experience

SI. No	Name of the Department/Organisation worked in	Designation	From	To	Duties/Responsibilities (in brief)

14. Justification for your suitability for the post [Around 300 words]

Declaration

I declare that the above information is true and correct to the best of my knowledge and belief. I am aware that in case of misrepresentation or a materially false declaration, it shall render me liable to action according to applicable law. I also understand that the application is liable to be rejected and / or engagement cancelled in case a discrepancy is detected at any stage before completion of the engagement. The completion certificate may also be recalled should such a contingency arise after the engagement period.

Signature

Date:
Place:

Name

Required Enclosures: Proof of (i) DOB (ii) Educational Qualifications (iii) Experience /Service [for Retired ISS Officers] (iv) Address

**Office of the Comptroller and Auditor General of India
10, Bahadur Shah Zafar Marg-New Delhi
Statistics Wing**

**Terms and conditions in respect of Senior Consultant (Statistics)
(For Retired Indian Statistical Service (ISS) Officers)**

- i. The engagement of Senior Consultant (Statistics) on a contract basis for full-time shall be for a period of one year from the date of his/her joining in this office and extendable from year to year, based on the performance/requirement.
- ii. **Remuneration**
 - a) He/she will be paid a consolidated monthly remuneration equivalent to the last pay drawn minus pension as stipulated in Government of India, Ministry of Finance, Department of Expenditure's Office Memorandum No. 3-25/2020-E.IIIA, dated 09/12/2020. The amount of remuneration shall remain unchanged for the term of the contract.
 - b) He/she will be paid a fixed amount towards transport allowance on the rate applicable to him/her at the time of retirement as stipulated in Government of India, Ministry of Finance, Department of Expenditure's Office Memorandum No. 3-25/2020- E.IIIA, dated 09/12/2020;

In support of (a) and (b) above, the retired ISS Officer has to produce a copy of his/her PPO and last month's salary slip/ last pay certificate.
 - c) Travelling Allowance/ Daily Allowance shall be paid to him/her (not exceeding the entitlement admissible to him/her at the time of retirement), whenever he/she is required to visit any place outside the National Capital Territory of Delhi.
 - d) In addition to above no increment, dearness allowance, house rent allowance, etc, shall be paid to him/her.
 - e) He/she will be entitled to paid leave of absence at the rate of 1.5 days for each completed month of service as a Consultant. Accumulation of said leave beyond a calendar year is not allowed.
 - f) No extra amount/ remuneration shall be paid in case the official attends the office on Saturday/Sunday and other holidays in exigencies of work.
- iii. Income Tax will be deducted at source as required under the provisions of Income Tax Rules,
- iv. His/her contractual services can be terminated at any time without assigning any reason thereof,
- v. He/she has to sign an agreement of confidentiality with this office containing a clause on Ethics and Integrity (Annexure-II).

Secrecy/Non-Disclosure Agreement**1. General**

I. As a Senior Consultant of the Comptroller and Auditor General of India and in consideration of the remuneration now and hereafter paid to me, I shall devote all my efforts to furthering the best interest of the Comptroller and Auditor General of India. During the subsistence of my tenure in the Office of the Comptroller and Auditor General of India, I will not engage in any activity that-

"Conflicts with the Comptroller and Auditor General of India's interest as a legal entity, including without limitation, any business activity not contemplated by this agreement".

2. Non-Disclosure Clause

- I. I do hereby recognize and understand that all confidential and/or proprietary information, in any media like print, electronic, etc., belonging to and/or in possession of the Comptroller and Auditor General of India, which is received, accessed, and/or used by me during the course of my engagement in the Office of the Comptroller and Auditor General of India, shall not be shared with or given access to any entity by me, including the media.
- II. All obligations regarding the prevention of disclosure of confidential information and obligations to provide notice under this Agreement shall be effective for the currency of the main Agreement and also for an indefinite period from the date of its expiration or termination, as the case may be.

3. Absolute ownership

- I. I do hereby recognize and understand that the Comptroller and Auditor General of India is the absolute, unrestricted, and exclusive owner of the confidential or proprietary technical, financial, marketing, and business information of Indian Audit & Accounts Department, including without limitation, concepts, techniques, processes, methods, clients, cost data, development or experimental work, work in progress, customers and suppliers internet websites or e-commerce solutions, books etc., used by me in the course of my engagement in Office of the Comptroller & Auditor General of India.
- II. I agree that I shall not in any manner whatsoever, represent and/or claim that I have any interest by way of ownership, assignment, or otherwise in the same.
- III. The Comptroller and Auditor General of India shall be the sole owner of any intellectual property rights developed during the subsistence of this Agreement. I hereby waive and relinquish all claims of any nature whatsoever that I now or hereafter may have for infringement of any Trademark, Copyright, and Patent resulting from the subsisting activities for any inventions so assigned to the Comptroller & Auditor General of India.

4. Breach of Contract

I acknowledge that any violation by me under this declaration/ agreement, and/or any obligation of like nature, will cause irreparable damage to Comptroller and Auditor General of India, and Comptroller and Auditor General of India shall be entitled to extraordinary relief in any court of India, including, my expulsion from Office of Comptroller and Auditor General of India with no leaving/character certificate, blacklisting from participating in any Comptroller and Auditor General of India related activities, withholding of any pending remuneration, appropriate legal action, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of submitting bond of security.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed my name on thisday of2025.

(Signature) Name:

**Office of the Comptroller and Auditor General of India
10, Bahadur Shah Zafar Marg-New Delhi
Statistics Wing.**

Terms & conditions for engagement of Senior Consultant (Other than Retired Central Government Servants).

- (i) The engagement of Senior Consultant (Statistics) on a contract basis for full-time shall be for a period of one year from the date of his/her joining in this office and extendable from year to year based on the performance/requirement.
- (ii) **Remuneration**
- a) He/she will be paid a consolidated monthly remuneration equivalent to Rs 1,00,000/- (Rupees One Lac only). The amount of the stipend shall remain unchanged for the term of the contract of one Year. However, if considered for an extension he/she may be allowed an annual increment of 3%.
- b) In addition to the above, no other benefits such as dearness allowance, house rent allowance, travelling allowance, conveyance/transport allowance, mobile/telephone charges, medical/CGHS facility/reimbursement, etc. shall be paid to him/her.
- c) Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment, for which the CAG of India will issue TDS certificate(s). The CAG of India shall not undertake any liability for taxes or other contributions payable by the Senior Consultant on payments made under this contract;
- d) Normally, the payment will be released by office of the CAG of India within one week after the completion of the month based on the attendance and due certification by the in-charge of the concerned Wing/Section; and
- e) In the event of death, injury, or illness during the term of the contract as Senior Consultant, the Senior Consultant or his/her dependents/ legal heirs/ claimant, etc. shall not be entitled to any compensation.
- (iii) **Leave & Working hours/days**
- (a) He/she will be eligible for 10 days [08 (eight) casual Leaves and 02 (two) Restricted Holidays] in a calendar year on a pro-rata basis;
- (b) He/she shall not draw any remuneration in case of his absence beyond 10 days (08+02) in a calendar year on a pro-rata basis;
- (c) Un-availed Casual Leave and Restricted Holidays in a calendar year cannot be carried forward to the next calendar year,

- (d) The intervening Saturdays, Sundays or Gazetted Holidays during a spell of leave shall not be counted against the 10 days leave, and
- (e) The working hours of the Senior Consultant shall be the same as the regular timing of the CAG office. No extra remuneration shall be paid in case he/she attends the office on Saturdays/ Sundays/Gazetted and on any other holidays in exigencies of work.
- (iv) His/her engagement as Senior Consultant shall neither constitute a regular job or appointment to any nature in the Office of the Comptroller and Auditor General of India or Indian Audit & Accounts Department nor it is in the nature of a relationship of the employer and employee between the Office of the Comptroller and Auditor General of India and the 'Senior Consultant'.
- (v) He/she shall be imparted such orientation/training as may be considered necessary.
- (vi) The provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 shall apply.
- (vii) As a Senior Consultant he/she shall neither seek nor accept instructions from any individual/authority outside the Office of the Comptroller and Auditor General of India or the Indian Audit & Accounts Department in connection with the performance of his obligations under the engagement. The Senior Consultant shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of his obligations under the engagement. During the term of engagement, the Senior Consultant shall comply with the standards of Conduct. Failure to comply with the same will become a ground for termination of the Senior Consultant without notice.
- (viii) No TA/DA will be paid to the applicants for attending the interview, if any.
- (ix) Place of work/posting will be the CAG's Office, New Delhi.
- (x) **Termination**
 - (a) Unauthorized absence from the project/ work for a continuous period of eight (08) days without any information or valid reason shall lead to automatic termination of the agreement; and
 - (b) His/her contractual services can be terminated at any time without prior notice and without assigning any reason thereof. However, in the normal course, he/she will be given one month's notice. He can also seek for termination of the contract by giving one month's notice.

- (xi) At the time of termination/ completion of the term of the contract as Senior Consultant, he/she must return to the CAG of India all papers, drawings, notes, memorandums, manuals, specifications, designs, devices, documents, diskettes, CDs, DVDs, tapes, books, digitized data, user IDs and passwords used by him/her for day to day official work and any other material on any media containing or disclosing any confidential or proprietary or technical or business information to the in-charge Officer/designated officer of the Wing. On termination/ completion of the term of the contract as 'Senior Consultant' he/she must return all keys, pass cards, ID cards, or other property/articles/ items belonging to the Office of the Comptroller and Auditor General of India/ Indian Audit & Accounts Department to the in-charge Officer/ designated officer of the Wing. He/ she must obtain a "No Objection Certificate' from the in-charge Officer/ Designated Officer of the Wing & concerned sections of this office, before leaving.
- (xii) The head of the functional Wing will adopt a task force approach and continuously monitor the performance of the Senior Consultant so that the output is in line with the objectives. Further, the Annual Performance Assessment of the Senior Consultant will be undertaken through an Annual Performance Report by the Head of the functional Wing.
- (xiii) He/she must give/submit his feedback to the in-charge Officer/ designated Officer of the Wing on his experience and knowledge/ proficiency gained during the period of the contract as Senior Consultant (Statistics).
- (xiv) At the end of the term of contract, an Experience Certificate shall be given on demand.
- (xv) The Senior Consultant shall provide an integrity certificate from two references known to them preferably from the present institute or the last institute attended by him/her.
- (xvii) A self-undertaking shall be provided by the Senior Consultant to the effect that he/she has no criminal record or criminal case in any court pending against him/her.
- (xviii) The Senior Consultant has to sign and submit the Secrecy/ Non-disclosure agreement as enclosed at Annexure II.
- (xix) Any dispute, controversy, or claim between the parties arising out of the contract or the breach, termination, or invalidity thereof, unless settled amicably, shall be referred to the Comptroller and Auditor General of India for arbitration. The Comptroller and Auditor General of India may at his discretion, appoint an arbitrator for the resolution of the dispute and the award of the Arbitrator shall be final and binding on both the parties.

Secrecy/Non-Disclosure Agreement**1. General**

- I. As a Senior Consultant of the Comptroller and Auditor General of India and in consideration of the remuneration now and hereafter paid to me, I shall devote all my efforts to further the best interest of the Comptroller and Auditor General of India. During the subsistence of my tenure in the Office of the Comptroller and Auditor General of India, I will not engage in any activity that-

"Conflicts with the Comptroller and Auditor General of India's interest as a legal entity, including without limitation, any business activity not contemplated by this agreement".

2. Non-Disclosure Clause

- I. I do hereby recognize and understand that all confidential and/or proprietary information, in any media like print, electronic, etc., belonging to and/or in possession of Comptroller and Auditor General of India, which is received, accessed, and/or used by me during the course of my engagement in office of the Comptroller and Auditor General of India, shall not be shared with or given access to any entity by me including the media.
- II. All obligations regarding the prevention of disclosure of confidential information and obligations to provide notice under this Agreement shall be effective for the currency of the main Agreement and also for an indefinite period from the date of its expiration or termination, as the case may be.

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- I. I do hereby recognize and understand that the Comptroller and Auditor General of India is the absolute, unrestricted, and exclusive owner of the confidential or proprietary technical, financial marketing, business information of Indian Audit & Accounts Department, including without limitation, concepts, techniques, processes, methods, clients, cost data, development or experimental work, work in progress, customers and suppliers internet websites or e-commerce solutions, books etc., used by me in the course of my engagement in office of Comptroller & Auditor General of India.
- II. I agree that I shall not in any manner whatsoever, represent and/or claim that I have any interest by way of ownership, assignment, or otherwise in the same.
- III. The Comptroller and Auditor General of India shall be the sole owner of any intellectual property rights developed during the subsistence of this Agreement. I hereby waive and relinquish all claims of any nature whatsoever that I now or hereafter may have for infringement of any Trademark, Copyright, and Patent resulting from the subsisting activities for any inventions so assigned to the Comptroller & Auditor General of India.

4. Breach of Contract

I acknowledge that any violation by me under this declaration/agreement, and/or any obligation of a similar nature will cause irreparable damage to the Comptroller and Auditor General of India, and the Comptroller and Auditor General of India shall be entitled to extraordinary relief in any court of India, including, my expulsion from the Office of Comptroller and Auditor General of India with no leaving/character certificate, blacklisting from participating in any Comptroller and Auditor General of India related activities, withholding of any pending remuneration, appropriate legal action, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of submitting bond of security.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed my name on this..... day of..... 2025.

(Signature)

Name