

**CHANDIGARH ADMINISTRATION  
FINANCE DEPARTMENT  
[SAS ESTABLISHMENT]**

3<sup>rd</sup> Floor, Chandigarh Secretariat, Sector 9, Chandigarh

email: sasbranch1@gmail.com

**ADVERTISEMENT**

Applications are invited from willing and eligible retired officers of Central Government/ State Government/ PSUs/ Autonomous Bodies/ Statutory Bodies who have retired from any post of Accounts Functionary, i.e. S.O./ A.A.O./ AC(F&A)/ DC(F&A)/ Sr.AO or equivalent, for **engagement as Section Officer on contract basis for an initial period of six months** in various departments of Chandigarh Administration as well as the Boards/ Corporations/ Autonomous Bodies/ Societies in U.T., Chandigarh.

2. The terms & conditions for engagement of retirees shall be regulated in accordance with the regulations as promulgated by the Department of Expenditure, Ministry of Finance, Government of India vide Letter No.3-25/2020-E.IIIA dated 09.12.2020 and adopted by the Department of Personnel, Chandigarh Administration vide Letter No.28/10/94-IH(7)-2022/10164 dated 30.06.2022, as amended from time to time.

3. The details including number of positions, eligibility, etc. are as below:

1	Name of the Organization	Finance Department, Chandigarh Secretariat, Sector 9, Chandigarh
2	Name of the Post	Section Officer (SAS)
3	Number of Posts	14 (Fourteen), which may increase or decrease at the time of finalization of engagement process
4	Place of Engagement	Departments of Chandigarh Administration as well as the Boards/Corporations/Autonomous Bodies/Societies in U.T., Chandigarh
5	Pay/Remuneration	As per the regulations as promulgated by the Department of Expenditure, Ministry of Finance, Government of India vide Letter No.3-25/2020-E.IIIA dated 09.12.2020 and adopted by the Department of Personnel, Chandigarh Administration vide Letter No.28/10/94-IH(7)-2022/10164 dated 30.06.2022, as amended from time to time.
6	Period of Contract	The engagement shall initially be for a period of 6 (Six) months or till the post is filled up on regular basis, whichever is earlier. The engagement shall be further extendable on six monthly basis. Beyond two years after the age of superannuation where adequate Justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.
7	Eligibility (Qualification)	Should have qualified SAS Exam conducted by Punjab Government or AAO Exam conducted by CGA or SSC or any other equivalent examination for recruitment as Accounts Functionary in the Centre Government.
8	Eligibility (Age)	Should not be more than 64 years of age as on the last date of receipt of applications.

4. The duly filled in applications, in the prescribed format may be sent to Special Secretary Finance, Chandigarh Administration, 2nd Floor, Chandigarh Secretariat, Sector 9, Chandigarh-160009 (email: ssf-chd@nic.in) through e-mail/speed post **within 15 days from the date of this advertisement**.

5. Any application received after the prescribed date shall not be entertained.

6. The advertisement, terms and conditions of appointment, selection criteria, application format and agreement/undertaking can be **downloaded from the website of Chandigarh Administration, i.e. <https://chandigarh.gov.in> in the Public Notices under the Information tab.**

7. Finance Department, Chandigarh Administration reserves the right to accept or reject in part or in fully any or all of the responses without assigning any reasons whatsoever.

-sd-  
**FINANCE & PLANNING OFFICER,  
FOR ADMINISTRATOR,  
U.T., CHANDIGARH**

## **TERMS AND CONDITIONS FOR ENGAGEMENT AS SECTION OFFICER ON CONTRACT BASIS IN THE FINANCE DEPARTMENT, CHANDIGARH ADMINISTRATION**

### **ELIGIBILITY:**

- i. The applicant should have qualified SAS Exam conducted by Punjab Government or AAO Exam conducted by CGA or SSC or any other equivalent examination for recruitment as Accounts Functionary in the Centre Government.

### **REMUNERATION AND ALLOWANCES:**

- i. As specified in Department of Expenditure, Ministry of Finance, Government of India Letter No.3-25/2020-E.IIIA dated 09.12.2020, i.e. Last Pay Drawn minus Pension.
- ii. The retirees/pensioners from the Boards/Corporations shall be engaged at the remuneration of 50% of the last basic pay drawn before retirement.
- iii. No TA/DA shall be admissible for joining the assignment or on its completion.
- iv. No TA/DA shall be payable for attending the interview.
- v. No Increment and Dearness Allowance shall be allowed during the term of the contract.
- vi. No other facilities such as HRA, accommodation, residential phone, conveyance, transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the appointees.
- vii. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
- viii. TDS as admissible shall be deducted from the monthly remuneration of retirees appointed as Section Officer. A TDS certificate shall be issued by the concerned DDO on demand.

### **PLACE OF POSTING:**

- i. The shortlisted applicants shall be deputed as Section Officer in any of the departments of Chandigarh Administration as well as the Boards/Corporations/Autonomous Bodies/Societies in U.T., Chandigarh. After initial appointment, they may be transferred to any other department/ board/ corporation/ society/ autonomous body during the tenure of their contract.

### **PERIOD OF ENGAGEMENT:**

- i. The engagement of the retiree/pensioner shall initially be for a period of six months or till the post is filled up on regular basis either by direct recruitment or promotion, as the case may be, whichever is earlier, further extendable on six monthly basis. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation. The extension on every occasion shall be with the prior approval of the Finance Department, Chandigarh Administration.

### **LEAVE:**

- i. Paid leave of absence is allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed. No leave of any other kind will be admissible. In case of availing the leave beyond this limit, his/her salary shall be deducted on pro rate basis.

### **ATTENDANCE AND WORKING DAYS:**

- i. The working hours of the retiree/pensioner engaged on contract basis shall be same as regular Government employees working in the department/organization in which he/she shall be engaged.
- ii. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays.
- iii. Further, he/she shall devote his whole time to his duties during the period of contract and shall not accept any other appointment/engagement, paid or otherwise and shall not engage himself/herself in private practice of any kind during the period of contract.

## **CONFIDENTIALITY AND SECRECY:**

- i. The retiree/pensioner engaged on contract basis shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity in the prescribed format.
- ii. Selected candidates shall provide Integrity Certificates from 2 references known to them.
- iii. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court pending against them.
- iv. The appointment order in respect of shortlisted candidates shall be issued only after the receipt of Vigilance Certificate/No Departmental Complaint/Inquiry Certificate from the respective Departments from where the retiree/pensioner had last served.

## **TERMINATION OF SERVICES:**

- i. In case a professional wishes to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof. Finance Secretary, Chandigarh Administration may waive off the condition for notice period/salary in lieu thereof, in deserving cases.
- ii. Finance Department, Chandigarh Administration shall have powers to terminate any or all the professionals at any time without assigning any reason, with the approval of the Finance Secretary.
- iii. Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.
- iv. The contract of engagement will be discontinued, the moment direct recruitee/promotee, as the case may be, joins the post without giving any notice in this regard.

## **SELECTION PROCEDURE:**

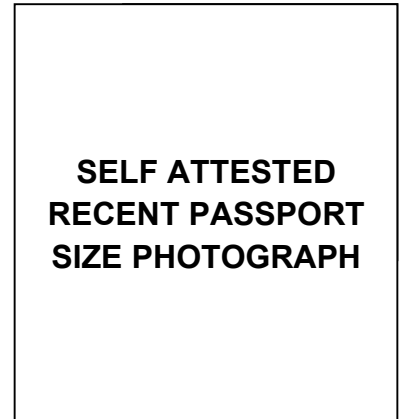
- i. All the applications received will be scrutinized and the scrutinized/shortlisted applicants will be called for personal interview at Chandigarh Secretariat before a Selection Committee headed by Finance Secretary, with Secretary Personnel and Special Secretary Finance as members. The Selection Committee will recommend a panel of suitable candidates from amongst the applicants.

## **OTHER TERMS AND CONDITIONS:**

- i. The pensioners/retirees to be engaged shall have to execute an agreement with the HoD of the Finance Department, in the form which shall be provided with the offer of appointment.
- ii. After engagement of retiree/pensioner as Section Officer on contract basis, the moment direct recruitee/promotee, as the case may be, joins as Section Officer, the retiree/pensioner in the panel so engaged by the Finance Department, Chandigarh Administration shall be relieved in the descending order of their age, i.e. the retiree with maximum age shall be relieved first, followed by the next person with maximum age and so on.
- iii. Engaging of retiree/pensioner shall purely be contractual arrangement and he/she shall have no right against the post whatsoever and shall not be entitled to any other benefit except salary as mentioned in the officer of appointment.

**APPLICATION FOR ENGAGEMENT AS SECTION OFFICER (SAS) ON CONTRACT BASIS IN THE FINANCE DEPARTMENT, CHANDIGARH ADMINISTRATION**

1. Name:
2. Father's Name:
3. Date of Birth:
4. Correspondence Address:
5. Mobile No.:
6. Email ID:
7. Educational Qualification:



Course Passed	University/Institute	Year of Passing	Division/Class

8. Year of passing the SAS/AAO/Equivalent Examination:
9. Service Details as Accounts Functionary:

Sr. No.	Name of the Department	Post Held	Period	Total period of Service

10. Details of last pay drawn:
11. Category (UR/SC/OBC):
12. Documents attached:
  - i. Age Proof: Yes/No
  - ii. Retirement Orders: Yes/No
  - iii. Copy of PPO: Yes/No
  - iv. Non Disclosure Undertaking: Yes/No

**Declaration:**

I, \_\_\_\_\_ S/o \_\_\_\_\_, do hereby certify that the above information is true and correct to the best of my knowledge and belief and I agree to the terms and conditions indicated in the circular/advertisement to which this performa is annexed. Further, no criminal/vigilance enquiry/proceedings is pending or likely to be contemplated against me as on date.

**(Signature of the Applicant)**

**Place:**  
**Date:**

## NON DISCLOSURE UNDERTAKING

To

The Finance Secretary,  
Chandigarh Administration

Sir,

I, \_\_\_\_\_ S/o \_\_\_\_\_, do hereby solemnly undertake to:

- i. Treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
  - ii. Not sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
  - iii. Hold such confidential information in trust and confidence both during and after the terms of my engagement.
  - iv. Not engage in any other employment/ occupation/ consultancy or any other activity during my engagement with the Finance Department, Chandigarh Administration which would otherwise conflict with my obligations towards the Administration.
  - v. Abide by data security policy and related guidelines issued by the Chandigarh Administration.
  - vi. Not resort to any corrupt practices in any aspect and at any stage during the tenure of engagement.
2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the Finance Department, Chandigarh Administration any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep the Finance Department, Chandigarh Administration informed of any change in my address or contact detail during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

**Yours faithfully,**

**(Signature of the Applicant)**

**Name:**

**Contact No.:**

**Date:**

**Address:**