



No. ELFA/EA/2024/77
OFFICE OF EXAMINER, LOCAL FUND ACCOUNTS
CHANDIGARH ADMINISTRATION
LOCAL AUDIT DEPARTMENT
(ESTABLISHMENT BRANCH)



PANJAB UNIVERSITY, ADMIN BLOCK, SECTOR 14, CHANDIGARH

Date: 26.06.2024

PUBLIC NOTICE

Applications are invited from willing & eligible officers of Central Government or State Government or Union Territories, having requisite qualification and experience to fill up the four posts of Section Officer (SAS) in the Local Audit Department, U.T., Chandigarh **on deputation basis** in the Pay Level 13 (Rs. 46000-146500) as per 6th Pay Commission (Pay Level 8 as per 7th CPC) as detail below:-

| Sl. No. | Name of Post | No. of Post | Educational Qualification/ experience and other requirement | Max. Age Limit |
|--|---|--|---|-----------------|
| 1. | Section Officer (SAS) Group 'B' | 04 | BY DEPUTATION Officers under the Central Govt./State Govts./Union Territories (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With 3 years service rendered after appointment to the post on a regular basis in the Level-7 (Rs.44900-142400) in the Pay Matrix or equivalent in the parent cadre or department; and (b) Possessing the following educational qualification and experience: (i) Bachelors degree from a recognized University or Institution; (ii) Three year experience in field of audit accounts/budget Note 1- The departmental Officers in the feeder Category who are in the direct line of promotion will not be eligible for consideration for Appointment on Deputation/Absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2 Period of Deputation including period of deputation in another ex-cadre post held immediately) preceding this appointment in the same or some other organization/department of the central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications | 56 Years |
| Other Terms and Conditions (Subject to revision of terms and conditions as per Central Civil Service Rules) | | | | |
| 1. | Period of deputation | One year in the first instance and to be extended from time to time or reduced according to requirements. | | |
| 2. | Pay | He/She will draw pay in his own scale of pay without any deputation allowance | | |
| 3. | D.A., Local Allowance | According to the Rules of Chandigarh Administration. | | |
| 4 | T.A., Joining time and Transfer T.A. | According to the Rules of Government to which deputed i.e. Chandigarh Administration. | | |
| 5 | Leave and Pension | The Rules of the parent Department | | |
| 6 | Leave Travel Concession, Medical concession and accommodation | According to the Rules of Chandigarh Administration | | |
| 7 | Leave Salary and pension contribution | The allocation of leave salary and pension charge payable by this Administration will be regulated under the rules of the parent Government. | | |

The eligible officers should apply for the aforesaid post and also forward their applications through their department. While forwarding the applications of the eligible officers, the concerned department should furnish the following documents & certificates:

- (i) The application/Bio-data on prescribed proforma (in original) as per DoPT O.M No.A.B14017/28/2014/Estt.(RR) dated 02.07.2015 (which can be downloaded from link http://documents.doptcirculares.nic.in/D2/D02est/14017_28_2014-Estt.RR-02072015.pdf).
- (ii) Up-to-date Annual Confidential Reports in original of the applicant(s) for the last five years.
- (iii) Integrity Certificate signed by the Head of the Institution.
- (iv) Vigilance Clearance Certificate indication that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the Officer concerned.
- (v) Certificate regarding no court case is pending against the officer concerned signed by the Head of the Institution.
- (vi) Statement of major/minor penalties, if any, imposed on the candidate during the last 10 years or a no penalty Certificate, as the case may be.

Applications, duly completed in all respect, should reach in the **O/o the Assistant Controller (Local Audit), Local Audit Department, Room No. 96, 2nd Floor, Administrative Block, Panjab University, Sector 14, Chandigarh – 160014 within 60 days** from the date of its publication in the 'Employment News'. The above said vacancy along with curriculum Vitae Proforma (Annexure-A) can be downloaded from the website: <https://chandigarh.gov.in/information/public-notices>.

**FINANCE SECRETARY -cum-
SECRETARY, LOCAL AUDIT DEPARTMENT,
CHANDIGARH ADMINISTRATION**



GOVERNMENT OF INDIA

Chandigarh Administration Gazette

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CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)

Notification

The 24th May, 2022

No. ACLA/EA/2022/209.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India read with the Government of India, Ministry of Home Affairs, Notification S.O. No. 3267, dated 1st November, 1966, the Administrator, Union Territory, Chandigarh makes the following Rules, regulating the method of recruitment to Group 'B' Post-Section Officer (SAS) in the Local Audit Department, Union Territory, Chandigarh namely :—

1. (i) **Short title and commencement :**

These rules may be called the Chandigarh Local Audit Department Service [Ministerial Non-Gazetted Group-B Post- Section Officer (SAS)] Recruitment Rules, 2022.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. **Application :**

These rules shall apply to the posts specified in column 1 of the Schedule annexed to these Rules.

3. **Number of posts, classification and scale of pay :**

The number of posts, their classification and the scales of pay attached thereto, shall be as specified in columns 2 to 4 of the said schedule.

4. **Method of recruitment, age limit and other qualifications etc:**

The method of recruitment to the said posts, age limit, qualification and other matters connected therewith shall be as specified in columns 5 to 13 of the said Schedule :

5. **Disqualification:—** No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living

OR

(b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for the appointment to the said posts.

Provided that the Administrator, Union Territory of Chandigarh may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.

(443)

*This is Digitally Signed Gazette. To verify, visit :
<https://egazette.chd.gov.in>*

6. **Power to Relax :**

Where the Administrator, Union Territory, Chandigarh is of the opinion that it is necessary or expedient so to do, he may by order, for reasons to be recorded in writing relax any of the provisions of these rules in consultation with the Union Public Service Commission, New Delhi in respect of any class or category of persons.

7. **Savings :**

Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Caste, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by Chandigarh Administration from time to time in this regard.

8. **Repeal :**

Chandigarh Local Audit Department Service [Group-B Post- Section Officer (SAS)] Recruitment Rules, 2016 notified on 08th April, 2016 are hereby repealed.

DHARAM PAL, IAS,
Adviser to the Administrator,
U.T., Chandigarh.

Recruitment Rules for the Post
of Section Officer Ministry :
Chandigarh Administration
Department: Chandigarh Administration

File No. 3916-RR
Organization: Local Audit Department
Post Code: 3701030115

- | | | |
|-----|---|--|
| 1. | Name of the Post | Section Officer (SAS) |
| 2. | No. of Posts | 04(2021) *Subject to variation dependent on the work load |
| 3. | Classification | General Central Services Ministerial Non-Gazetted Group 'B' |
| 4. | Scale of Pay | Level 13 (₹ 46000-146500) as per 6th Punjab Pay Commission Punjab Government |
| 5. | Whether Selection Post or Non-Selection Post | Selection Post |
| 6. | Age for Direct Recruits | Not Applicable |
| 7. | Educational and other qualifications required for Direct Recruits | Not Applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not Applicable |
| 9. | Period of probation, if any | Two years for promotees |
| 10. | Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods | By promotion failing which deputation. |
| 11. | In case of Recruitment by promotion/deputation/Transfer is to be made. | <p>By promotion :</p> <p>(i) 75%- Officials of Chandigarh Administration, who had qualified both parts of SAS examination of Local Audit Department, Punjab. The consideration for promotion would be based on their merit in SAS (LAD) Exam. of Punjab Govt. vis-à-vis availability of vacancies.</p> <p>(ii) 25%- Junior Auditors in the pay scale of Rs. 10300-34800 plus GP of Rs 4400/-working in the Local Audit Department, Chandigarh Administration having 06 years of regular service in the grade.</p> |

Note-1—Promotion to the post shall further be subject to mandatory induction training as devised and sponsored by the Local Audit Department and mandatory ICT Course as per Instructions issued by the Chandigarh Administration from time to time. Those persons who had attained the age of 55 years will be exempted from completion of such training.

Note-2—Where Juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their Juniors who had already completed such qualifying/eligibility service.

Deputation :

Officers under the Central Govt./State Govts./ Union Territories

- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or
- (ii) With 3 years service rendered after appointment to the post on a regular basis in the Level-7 (Rs. 44900-142400) in the Pay Matrix or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualification and experience:
 - (i) Bachelors degree from a recognized University or Institution;
 - (ii) Three year experience in field of audit accounts/ budget

Note 1 —The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, Deputationists shall not be eligible for consideration for appointment by promotion.

Note 2—Period of Deputation including period of Deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by Deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

12. If a Departmental Promotion Committee exists, what is its composition
- Departmental Promotion Committee :
1. Secretary, Local Audit Department, Chandigarh Administration ---Chairman.
 2. Director, Local Audit Department, Chandigarh Administration- --Member
 3. Head of Office---Member
 4. Director, Social Welfare, Chandigarh Administration-- Member.
- Departmental Confirmation Committee :
1. Secretary, Local Audit Department, Chandigarh Administration ---Chairman.
 2. Director, Local Audit Department, Chandigarh Administration- --Member
 3. Head of Office---Member
 4. Director, Social Welfare, Chandigarh Administration-- Member.
13. Circumstances in which UPSC is to be consulted in making recruitment
- Consultation with UPSC necessary while appointing an Officer on deputation.

DHARAM PAL, IAS,
Adviser to the Administrator,
U.T., Chandigarh.

CHANGE OF NAME

I, Rakesh Kumar, S/o Roop Ram, R/o # 1608, Ground Floor, Sector 29-B, Chandigarh, have changed my name to Rakesh Kumar Saxena.

[375-1]

I, Joginder, S/o Suresh Kumar, # 706/5, Bapu Dham Colony, Sector 26, Chandigarh, have changed my name to Rahul.

[376-1]

I, Suman Malik, W/o Tarif Singh Malik, R/o H. No. 1326, Sector 34-C, Chandigarh, have changed my name from Suman Malik to Sushila Malik.

[377-1]

I, Devinderjit Singh, S/o Ranbir Singh, # 220, Village Maloya, Chandigarh, have changed my name to Davinderjit Singh.

[378-1]

I, Anuj, S/o Mir Chand, # 228, Mauli Jagran, Chandigarh, have changed my name to Anuj Kumar.

[379-1]

I, Vikram Singh, S/o Ramkesh, # 1441, Mauli Jagran Complex, Chandigarh, have changed my name to Vikram.

[380-1]

I, Hala E. Inderpreet Singh Nanda Khneifes, W/o Col. Inder Preet Singh Nanda, R/o # 3004, Sector 32-D, Chandigarh (160030), have changed my name to Hala Khneifes.

[381-1]

"No legal responsibility is accepted for the contents of publication of advertisements/public notices in this part of the Chandigarh Administration Gazette. Persons notifying the advertisements/public notices will remain solely responsible for the legal consequences and also for any other misrepresentation etc."

F. No. AB.14017/28/2014-Estt.(RR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
North Block, New Delhi

Dated: 2.7.2015

OFFICE MEMORANDUM

Subject: Revised Bio-data / Curriculum Vitae (CV) proforma for submission by the candidate for appointment by deputation – issue of instructions – regarding.


The consolidated instructions on the procedure to be followed in cases where appointment is to be made by transfer on deputation / transfer basis (now termed as deputation / absorption) issued by this Department vide OM No. AB-14017/71/89 – Estt. (RR) dated 3.10.89. In terms of para 4.8 of the instruction, while calling for application for appointment on deputation/absorption basis, Ministries/ Departments are required to call for Bio-data / Curriculum Vitae (CV) of the candidates in the proforma at Annexure A of the OM dated 3.10.89.

2. The revised Bio-data / Curriculum Vitae (CV) proforma was issued by this Department vide OM No. AB-14017/10/2000 – Estt. (RR) dated 29.8.2005. The proforma has been reviewed by UPSC, keeping in view the changes took place due to implementation of 6th Pay Commission recommendation and with the objective to reflect the complete profile of the candidate. The revised proforma suggested by the Commission is at Annexure-I.

3. The modified Bio-data / Curriculum Vitae (CV) proforma is enclosed with the request that this modified proforma may be utilized while calling for applications for appointment on deputation / absorption basis. The administrative Ministries / Departments are also advised to pay attention towards the points indicated in Annexure-II at the time of inviting application and preparation of the deputation proposal before sending the same for the consideration of the Commission.

4. It is requested that these instructions may be circulated to all the subordinate formations of the Ministries / Departments.

5. Hindi version will follow.


(Shukdeo Sarin)
Under Secretary (RR-II)

*(Link: Circular → Establishment → Recruitment Policies)

To

- (1) All the Ministries/Departments (As per the standard list).
- (2) The President's Secretariat, New Delhi
- (3) The Vice-President Secretariat, New Delhi
- (4) The Prime Minister's Office, New Delhi
- (5) The Cabinet Secretariat, New Delhi
- (6) The Comptroller and Auditor General of India, New Delhi
- (7) The Secretary, Union Public Service Commission, New Delhi

Copy to:-

- (1) Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
- (2) All the attached offices under the Ministry of Personnel, Public Grievances & Pension.
- (3) Establishment Officer and AS.
- (4) Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
- (5) All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
- (6) NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.


(Shukdeo Sah)

Under Secretary to the Government of India

BIO-DATA/ CURRICULUM VITAE PROFORMA

| | | |
|---|---|--|
| 1.Name and Address (in Block Letters) | | |
| 2.Date of Birth (in Christian era) | | |
| 3.i) Date of entry into service | | |
| ii) Date of retirement under Central/State Government Rules | | |
| 4.Educational Qualifications | | |
| 5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) | | |
| Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular | Qualifications/ experience possessed by the officer | |
| Essential | Essential | |
| A) Qualification | A) Qualification | |
| B) Experience | B) Experience | |
| Desirable | Desirable | |
| A) Qualification | A) Qualification | |
| B) Experience | B) Experience | |
| <p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p> | | |
| 6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post. | | |
| <p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p> | | |

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

| Office/Institution | Post held on regular basis | From | To | *Pay Band and Grade Pay/Pay Scale of the post held on regular basis | Nature of Duties (in detail) highlighting experience required for the post applied for |
|--------------------|----------------------------|------|----|---|--|
| | | | | | |

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

| Office/Institution | Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme | From | To |
|--------------------|--|------|----|
| | | | |

| | | | |
|--|---|---|---|
| 8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent | | | |
| 9. In case the present employment is held on deputation/contract basis, please state- | | | |
| a) The date of initial appointment | b) Period of appointment on deputation/contract | c) Name of the parent office/organization to which the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organisation |
| | | | |
| <p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p> | | | |

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

14. Total emoluments per month now drawn

| Basis Pay in the PB | Grade Pay | Total Emoluments |
|---------------------|-----------|------------------|
| | | |

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

| Basic Pay with Scale of Pay and rate of increment | Dearness Pay/interim relief /other Allowances etc., (with break-up details) | Total Emoluments |
|---|---|------------------|
| | | |

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii)

| | |
|--|--|
| <p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p> | |
| <p>16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p> | |
| <p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p> | |
| <p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p> | |
| <p>18. Whether belongs to SC/ST</p> | |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

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Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as *Word Document* along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. ie., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.