PUBLIC NOTICE

RECRUITMENT NOTICE
CHANDIGARH ADMINISTRATION
LOCAL AUDIT DEPARTMENT

S. No.	Activity	Last Date
1.	Start date for ONLINE submission of application form	13/03/2023
2.	Last date for ONLINE submission of application form	05/04/2023
3.	Last date for submission of fee	10/04/2023
4.	Date of Written Test	TBD

Online applications are invited from the citizens of India, on the website of the Chandigarh Administration https://www.chandigarh.gov.in/information/public-notices at Recruitment Portal, for recruitment to the 29 posts of
Junior Auditor {15 General , 4 SC, 6 OBC, 3 EWS, 1 PwBD(OBC)} in the pay matrix Level 6 (with initial start of Rs. 35400/-) will be paid fixed emoluments equal to the minimum of the pay-band or D.C. Rate whichever is higher during the probation period of 2 years in terms of Govt. of Punjab, Department of Finance letter No. 7/204/2012-4PP1/66 dated 15.01.2015 adopted by the Chandigarh Administration vide letter No. 28/70-IH(7)-2015/14387 dated 10.07.2015.(Subject to revision of pay scale by the Finance Department, U.T., Chandigarh on account of implementation of Central Civil Service Rules in U.T. Chandigarh). It shall not include any Grade Pay, Annual Increment or any other allowance, except the travelling allowance admissible to the post).

VACANCIES

Sr. No.	Name of the post	Total No. of post	General	SC	OBC	PwBD* (OBC)	EWS
1.	Junior Auditor	29	15	4	6	1	3

* Post in the PwBD category filled up from OH(OA(one Arm), OL(One Leg), BL(Both Leg), HH(Hearing Handicapped)

Pay Scale: -   Matrix Level 6 (with initial start of Rs. 35400/-) (During the period of probation of 2 years and extended period of probation, if any, the selected candidates will draw emoluments as per Government of Punjab Notification No. 7/204/2012-4FP1/60 dated 15.01.2015 and letter No.7/204/2012-4FP1/66 dated 15.1.2015 duly adopted by the Chandigarh Administration, Department of Personnel vide letter No.28/70-IH(7)- 2015/14387 dated 10.7.2015 and Government of Punjab letter No. 7/204/2012-4F.P.1/1049 dated 21.12.2015 as adopted by Chandigarh Administration vide letter No. 28/70-IH(7)-2016/1175 dated 18.01.2016). It shall not include any Grade Pay, Annual Increment or any other allowance, except the travelling allowance admissible to the post
(Subject to revision of pay scale by the Finance Department, U.T., Chandigarh on account of implementation of Central Civil Service Rules in U.T. Chandigarh).

ESSENTIAL QUALIFICATIONS:
B.Com. / Bachelors of Business Studies/ Bachelors of Business Administration from a recognized University.

Certificate of ICT Skills course i.e. Course on Computer Concepts (CCC+) – 126 hours - 200 hours from a Govt. recognized institution OR a reputed institution which is an ISO 9001 certified OR Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India OR from NIELIT and its authorized institutions at the time of their appointment as per DoPT letter dated 20.05.2019.

DESIRABLE QUALIFICATIONS:
M.Com/MBA (Finance)/ PGDM (Finance)/Costs and Management Accountant with certificate course in computers.

AGE AS ON CLOSING DATE FOR RECEIPT OF APPLICATIONS :

Sr. No.	Name of the Category	Age limit
1.	General and EWS	Upto 37 years
2.	SC	Upto 42 years
3.	OBC	Upto 40 years
4.	PwBD (OBC)	Upto 50 years

a) The reservation and relaxation in the upper age limit will be given only for the category of the posts reserved for such categories, as per the instructions issued by the Chandigarh Administration from time to time.
b) The SC/OBC candidates applying for un–reserved posts are not entitled to any relaxation in upper age limit, fee etc.
c) The claim of the candidate belonging to SC and OBC categories will be considered only when the same is accompanied by the certificate issued by the Competent Authority in the format prescribed for SC & OBC by the Government of India and should have the clause of non-creamy layer.
d) The claim of candidates belonging to OBC category will only be considered if the caste of OBC reflects in the U.T. OBC Chandigarh.
e) The claim of the candidate belonging to EWS category will be considered only when the same is accompanied by the certificate issued by the Competent Authority in the format prescribed by the Government of India.
f) Age will be relaxable by 5 years for Govt. Servants (Chandigarh Administration Employees/Central Government Employees), who will apply through proper Channel No age relaxation will be given to the employees of Board/Corporation/Autonomous Bodies etc.
g) Any other question as to the eligibility shall be determined in accordance with the rules & instructions issued by the Chandigarh Administration from time to time.

NATIONALITY :

A candidate shall be a citizen of India.

SCHEME OF EXAMINATION:

Scheme of examination:

(i)   There will be a written test consisting of 100 Objective Type Questions with multiple choice answers each carrying 1 mark and duration of test will be of 2 hours.

'(ii)   The structure of written test is as follows:

Sr. No.	Subjects	Questions	Total Marks
1.	Language Proficiency English (Vocabulary & Grammar)	10	10
2.	General Knowledge	10	10
3.	Computer Basics	10	10
4.	Mental Ability, Reasoning & Arithmetic (10th Level)	20	20
5.	Accounts and Audit (Graduate Level)	50	50
	Total	100	100

(iii)   The question booklet will carry questions in English only.
(iv)   There will be negative marking of 0.25 per wrong answer.
(v)   The question paper and the answer key will be placed on the website on next day of exam for inviting objections to answers, if any.
(vi)   The objection to any answer can be filed by the candidate on the website itself on clicking the option of objection. The objections can be filed within three (3) days from the date of display of answer key.
(vii)   The written test shall be conducted only at Chandigarh.

Other Instructions

i)   The standard of question would be to test the knowledge as expected of a person who has attained education at least up to graduation level.
ii)   Written test will be conducted and thereafter a screening will be held by the Screening Committee of the Local Audit Department of the candidates equal to five times of the number of posts on merit. The screening of the candidates will be held only to adjudge their eligibility after verifying the documents in support of essential qualifications, desirable qualifications, age etc. and to ascertain that there is no complaint in Vigilance Department, Police Department against them and not debarred for appointment to Government Service by any Government Department/ Board/ Commission/ Corporation etc. through Affidavit duly attested by 1st Class Magistrate/Public Notary. There will be no marks/Weightage for the screening.

iii)   In case of any tie between two or more candidates regarding marks obtained in written test, the candidate with higher marks in essential qualification will be placed higher in merit.

iv)   No TA/DA will be admissible to the candidates for appearing in the test/interview.

APPLICATION FEE

Sr. No.	Name of the Category	Fee
1.	General, OBC	Rs. 1000/-
2.	SC& EWS	Rs. 500/-
3.	PwBD	Exempt

CONDITIONS WHICH MAY RENDER A CANDIDATE INELIGIBLE:

The following conditions, among others, may render the candidates ineligible:
1. Wrong/incomplete information given in the application form.
2. Candidates debarred by the UPSC/other Public Service Commissions/any Government Department, agencies, board or corporations.
3. Non-fulfilment of any of the eligibility conditions, including those of age and educational qualifications.

IMPORTANT NOTE

1. Other Backward Classes candidates are eligible for the benefit of reservation whose caste is included in the list of OBC notified by the Chandigarh Administration as well as by the Govt. of India and the certificate has been issued by the competent authority for the purpose.
2. A candidate should indicate the specific category carefully for which he/she wants to be considered and category once opted and submitted after completion of form cannot be changed in any circumstances. Candidate has to produce the relevant certificates when asked. In case of non-production of certificate or found non-eligible on the basis of certificate produced, his/her candidature shall be cancelled, any request to consider him/her in other category shall not be accepted.
3. The candidature of the candidate shall be provisional till the time of verification of documents of the candidate at the time of screening, when the candidate shall produce his/her original certificates for verification by the Local Audit Department authorities
4. If any document/certificate/statement of the candidate is found false or forged at any stage, his/her candidature will be rejected and further action will be taken as per law.

Note: (1) For any inquiry candidates may contact the Local Audit Department office on telephone number 0172-2541501, 2534803, and 2534801 from Monday to Friday, between 9 AM and 5 PM or by sending email with subject as "QUERY REGARDING THE POST OF Junior Auditor at **ladchdexam2023@gmail.com**

Note: (2) Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid congestion on web server on account of heavy load on Internet/Website. No request on this ground shall be entertained for extension in last date of application.

Note :(3) Candidates are advised to go through the General Information and Online Instructions ('How to apply') carefully before filling up Online Application Form. Request of change/correction in any particular in the Application Form shall not be entertained under any circumstance. The Local Audit Department shall not be responsible for any consequence arising out of incorrect filling up of Application Form.

PROCEDURE FOR SUBMISSION OF ONLINE APPLICATION

(1)   Only one Registration/application form per candidate is to be filled.

(2)   No application shall be entertained to any post in service unless he is:

    (a)   a citizen of India, or

    (b)   a subject of Nepal, or

    (c)   a subject of Bhutan, or

    (d)   a Tibetan refugees, who has come over to India before the 1st January 1962 with the intention of permanently settling in India or

    (e)   a person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malowi, Zaire, Ethopia and Vietnam with the intention of permanently settling in India.

    Provided that a candidate belonging to any category (b), (c) & (d) shall be a person in whose favour a certificate of eligibility has been issued by the Chandigarh Administration and produced before the recruiting/appointing authority).

(3)   No application shall be entertained by hand or by post in the Local Audit Department, Chandigarh.

(4)   Ensure that you have a valid personal email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online. You should keep checking the inbox or even the spam box of this email ID regularly during the recruitment process as intimations for written Exam etc. will be sent through this.

(5)   Please scan your Photograph and Signatures (On white page) individually and save them individually in JPEG format. The size of any of these individual images should not exceed **100 kb** each; otherwise you will not be able to submit your online application.

(6)   Please keep following details ready with you before clicking on the "Online Application Form" button for starting your online application.

    (a)   Personal demographic details including Date of Birth and Nationality.

    (b)   Mobile Number.

    (c)   Personal Email ID.

    (d)   Reservation Category Details, if any.

    (e)   Soft Copies of scanned Photograph and Signatures.

(7)   Fill out the form available on the website by clicking at the line **"Recruitment in CHANDIGARH ADMINISTRATION, LOCAL AUDIT DEPARTMENT".**

(8)   Click on button "Online Form" and fill all Registration details one by one. The name of the candidate or his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidates. Click "Next".

(9)   This will Display your **login id** and **password**. Please note these down (or take print of screen shot) and keep them secret with you as you will require these while logging into the recruitment portal. In fact you will be required **to download the Admit Card** from this portal later on by logging through same login id and password.

(10) Click on "Complete Your Form" to complete the form. This will take you to "Educational Qualification" Page.

(11) Fill information regarding 10th, 10+2, Diploma / Degree and Post Graduation (if done). Click "Next Step" after filling all qualification details. This will take you to "Other Information" Page.

(12) Fill Correspondence and Permanent address and Upload the scanned copies of photograph, signatures and click "Next". This will take you to "Verify and Confirm" page.

(13) Go through **Declaration** para carefully, if you fulfil all conditions and criteria of the Employment Notice, then and only then click the **"Declaration Confirmed & Accepted"** box. Any wrong information may put you in legal complications.

(14) Preview the Application Form, check all particulars carefully. click on "Edit" button to make changes, if any. Submit the Application form by clicking on the button **"Submit Form"**.

(15) Now you are ready to Pay Fee.

(16) **WAIT FOR 24 HOURS BEFORE YOU CLICK ON PAYMENT LINK AS IT WILL TAKE MINIMUM 24 HOURS TO TRANSMIT YOUR DATA TO THE BANK.**

(17) Click on the Payment link to pay Fee in the mode most suitable to you. This will take you to Fee Payment Gateway. Login with your Registration No. and Date of Birth. This will display your fee details. Click on "I Agree" and then on "Initiate Payment". **Please note that only "Rupay" Debit Card and NEFT/RTGS(e-challan) options are available.**

(18) Application fees (non-refundable) amounting to as mentioned above will be payable separately for each post. Candidates belonging to SC category must ensure that they have valid caste certificate issued by the competent authority. In case at the time of verification of documents, it is found that the certificate is not valid, their candidature will be rejected. Such candidate will not be considered under General category as they have not paid application fees applicable for candidates of General Category.

(19) It is important to note that, if NEFT/RTGS (e-challan) option is chosen, the requisite application/examination fee can be deposited in ANY Bank. Fee paid in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted. **After depositing the fee, Download/ Keep a copy of receipt.**

(20) The candidates can check his/her fee transaction status by either clicking on payment link, logging in and then clicking on "Past Payments" (top left corner) OR logging in by entering his/her registration number and password on the website minimum 48 hours after depositing the fee. BE PATIENT as transactions take some time to reflect.

(21) Take **TWO** printouts of the Application Form by logging in with your login id and password. Affix the same passport size photograph (which was uploaded with the online form) on it and keep it safe with you. **DO NOT SEND IT TO US**. This application printout with photograph affixed on it will have to be submitted during verification of documents along with the original copies of following: -

  (a) Relevant Degree/Diploma Certificate.

  (b) Reserve Category Certificate issued by the Competent Authority (if applicable).

  (c) Original counterfoil of the Fee Payment Challan.

  (d) Proof of Date of Birth Certificate of Matriculation/Higher Secondary.

  (e) Certificate as proof of age relaxation, if claimed.

  (f) Proof of being Departmental Candidate, if applicable.

(22) If you are an Ex-Serviceman, additional certificates/documents mentioning the following will also be required: -

  (a) Date of Enrolment.

  (b) Date of Release/Discharge.

  (c) Reason of Release/Discharge.

(23) Any correction in the particulars can be made by the candidate himself/herself on the website up to Closing Date of submission of Applications. For this purpose, the candidate has to log in by entering his/her registration number and password. Correction in selection of Posts, Name of Candidate and Date of Birth will be available up to deposit of fee. No correction can be made by the candidate after the closing date.

(24) For any clarification regarding the online filling of the form, the candidate can email at ladchdexam2023@gmail.com