



No. ACLA/EA/2021/ 1164

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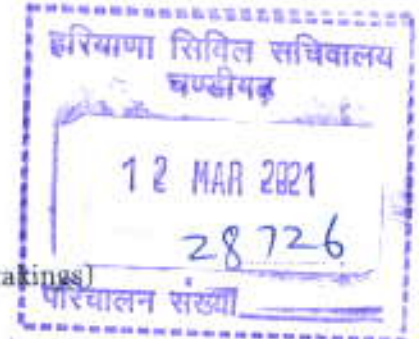
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**CHANDIGARH ADMINISTRATION
LOCAL AUDIT DEPARTMENT**

Dated the 09/03/2021

To

1. The Administrators (as per list attached)
All the Union Territories
2. The Comptroller & Auditor General of India
- ✓ 3. The Chief Secretaries (as per list attached)
All the State Governments
4. The Secretary
Department of Public Enterprises
Govt. of India, New Delhi
(for circulation among all the Public Sector Undertakings)
5. The Secretary
Ministry of Human Resource Development
Govt. of India, New Delhi
(for circulation among all the Universities)
6. The Additional/Joint Secretary to the Govt. of India
Ministry of Home Affairs
Govt. of India, New Delhi
(for circulation among all the Departments of Govt. of India)



Subject: Filling up of the post of Deputy Controller (Local Audit) (Group-A) in the Local Audit Department, Chandigarh Administration.

Sir/Madam,

I am directed to address on the subject cited above and to intimate that the Chandigarh Administration proposes to fill up one post of Deputy Controller (Local Audit) (Group-A) in the pay scale of Rs. 15600-39100 + Grade pay of Rs. 6600/- (plus other allowances as admissible to UT Government employees) in Local Audit Department, Chandigarh Administration by way of composite method given below through Union Public Service Commission, New Delhi.

The requisite qualification, experience, age, pay scale etc for the post to be filled up by way of Composite Method :- **Promotion/deputation (including short-term contract)**, are as under: -

- i) Officers holding analogous post on a regular basis in the Central Government/State Governments/Union Territory Administrations/Public Sector undertakings/Universities/Autonomous Organizations possessing the qualification of having passed the subordinate accounts service/audit service examination with ICT skills and five years of experience in administration/accounts/audit.

or

- ii) Officers in the grade pay of Rs. 5,400/- with ICT skills and five years regular service in the grade, possessing the qualification of having passed the subordinate account service/audit service examination with ICT skills and five years of experience in administration/accounts/audit.

or

Services-II Branch
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- iii) Officers holding analogous post or in the grade pay of Rs. 5,400/- with ICT skills and five years experience, belonging to any of the organized account and audit services of government of India.
- iv) The Post shall be filled up on deputation initially for a period of one year on Standard terms and conditions of the Govt. employees on deputation from the Govt. of Punjab, Haryana and Himachal Pradesh with Chandigarh Administration circulated vide letter Endst. No. 10342-FII(10)-78/10046-48 dated 5.10.1978 read with letter no. 10343-FII(X)-78/18254 dated 27.10.1978 and letter no. 31/2/94/IH(9)/5243 dated 12.09.1996 further amended from time to time

Note 1 – Promotion to the post shall further be subject to mandatory induction training as devised and sponsored by the Local Audit Department in the field of duties and responsibilities of the post, with ICT skills of at least 10 days duration, as part of probation, those persons who have attained the age of 55 years will be exempted from completion of such training.

Note 2 – The departmental Assistant Controller (Local Audit) will also be considered along with outsiders and in case, he/she selected, the post shall be deemed to have been filled by promotion.

[Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceeding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years, the maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application]

Note 3 – For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006/ the date from which the revised pay structure based on the sixth CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay / pay scale extended based on the recommendations of the pay commission except where there has been merger of more than pre-revised scale of pay into one grade with a common grade pay / pay scale, and where this benefit will extend only for the post(s) for which that grade pay / pay scale is the normal replacement grade without any upgradation.

AGE LIMIT: For appointment by Deputation (including Short-term Contract) not exceeding 56 years as on 01.07.2021 (i.e. the date of occurrence of vacancy)

It is requested that the applications complete in all respects from willing and eligible officers, who fulfill the eligibility conditions and who can be spared for taking up the assignment within 30 days of the intimation of their selection, duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to sign along with following documents may kindly be sent through proper channel, in the enclosed Curriculum Vitae Proforma (Annexure-A) :-

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- (i) Up-to-date Annual Confidential Reports in original of the applicant(s) for the last five years.
- (ii) Integrity Certificate signed by the Head of the Institution.
- (iii) Vigilance Clearance Certificate indicating that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the Officer concerned.
- (iv) Certificate regarding no court case is pending against the officer concerned signed by the Head of the Institution.
- (v) 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.

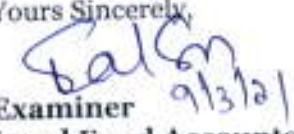
Applications be addressed to the Assistant Controller (Local Audit), Local Audit Department, Room No. 96, 2nd Floor, Administrative Block, Panjab University, Sector 14, Chandigarh - 160014.

The said vacancy is being got published separately in the 'Employment News' and the closing date for receipt of application shall be 60 days from the date of its publication in the 'Employment News'. The details of this advertisement can also be downloaded from our **website:** http://chandigarh.gov.in/dept_audit.htm

It is further requested to circulate the above contents among all the Public Sector Undertakings/Universities/Autonomous Organizations of the Central/State/Union Territory and Organized Account and Audit services of Govt. of India for similar action.

This issues with the approval of the Adviser to the Administrator, U.T., Chandigarh.

Yours Sincerely,


9/13/21
Examiner
Local Fund Accounts
Chandigarh Administration.


Encls: As above

Endst. No.: ACLA/EA/2021/

Dated:

A copy is forwarded to the following for their information & necessary action:-

1. The Central Surplus Staff Cell, Department of Personnel & Training, Nirvachan Sadan, New Delhi with a request to intimate as to whether any suitable surplus employee who fulfills the norms for the above said post is held on the surplus roll. If so, the name of the said employee may be furnished to the UPSC under intimation to this department otherwise a No Objection Certificate may be issued in this regard. **(Copy of Proforma & Notified Recruitment Rules is enclosed herewith).**
2. The Director General (Resettlement) Ministry of Defence, West Block, Sector-V, R.K. Puram, New Delhi with a request to intimate as to whether any suitable employee who fulfills the norms for the above said post is held on rolls. If so, the name of the said employee may be furnished to the UPSC under intimation to this department otherwise a No Objection Certificate may be issued in this regard. **(Copy of Proforma & Notified Recruitment Rules is enclosed herewith).**
3. Department of Personnel & Training, North Block, New Delhi with a request to upload the vacancy circular in their website, under the tab/link of "Vacancy Notification in Ministry/Department".
4. The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi-110069.


Examiner
Local Fund Accounts
Chandigarh Administration

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 P8	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)		

professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
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)	
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)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

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.