

No.5/1/46-PEO(SA)-2018/
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(Planning & Evaluation Organization)

Dated, Chandigarh, the

To

The Director Public Relations,
Chandigarh Administration.

Subject:- Publication of Advertisement for filling up one post of Consultant and one post of Research Officer at a fixed remuneration in the Planning & Evaluation Organization, Finance Department, Chandigarh Administration.

Reference on the subject cited above.

Enclosed please find a copy of Advertisement for filling up one post of Consultant and one post of Research Officer at a fixed remuneration in the Planning & Evaluation Organization, Finance Department, Chandigarh Administration for publication in the newspapers at DAVP approved rates. The advertisement be published on **22.03.2018** in the following newspapers:-

1. The Tribune, Chandigarh (Local Edition) -English Newspaper
2. Daink Bhaskar, Chandigarh (Local Edition)- Hindi Newspaper.

It is also requested to upload the details in website of Chandigarh Administration.

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

FOR NEWSPAPER ADVERTISEMENT

CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(Planning & Evaluation Organization)

Applications are invited for Contract appointment for one Post of Consultant and one post of Research Officer at a fixed salary of ` 50,000/- and ` . 30,000/- respectively in Planning & Evaluation Organisation. The appointment will be made after written examination. The last date of receipt of application is **12th April, 2018 by 5.00 p.m.** The detail qualifications, criteria of selection, application format and terms & conditions of appointment are available in web site of Chandigarh Administration i.e. www.chdpr.gov.in.

-SD-

FINANCE & PLANNING OFFICER,
CHANDIGARH ADMINISTRATION.
Phone:- 0172-2740021

TO BE UPLOAD IN WEBSITE

CHANDIGARH ADMINISTRATION: FINANCE DEPARTMENT
(PLANNING & EVALUATION ORGANIZATION)

Applications are invited from the eligible candidates for filling up one post of Consultant and one post of Research Officer in the Planning & Evaluation Organization, Finance Department, Chandigarh Administration at a fixed remuneration as per details given below:-

Sr. No.	Name of the Posts	Qualifications	Age	No. of Posts	Consolidated remuneration
1.	Consultant	<u>Essential:</u> (i) MBA Finance/M.Sc./ Post Graduation in Statistics/MCA with first division from recognized University. The candidate must have adequate knowledge of computer applications. (ii) Two year experience	Not exceeding 35 years (relaxable in accordance with instructions issued by the Administration from time to time.	One	` 50,000/-
2.	Research Officer.	<u>Essential:</u> (iii) MBA in Finance or M.Com or Post Graduation in Economics or Mathematics or Commerce or Statistics from a recognized University. The candidate must have adequate knowledge of computer applications. (i) One year experience	Not exceeding 35 Years (relaxable in accordance with instructions issued by the Administration from time to time.	One	Rs.30,000/-

Note:- list
1. The Number of posts may vary and accordingly waiting of candidates will be kept for a period of 06 months.
3. No TA/DA will be admissible for Written Test/interview.

The applications on the prescribed format duly filled and signed and self-attested passport size photograph pasted thereon alongwith supporting documents/testimonials etc. shall reach to Special Secretary (Finance), Planning & Evaluation Organization, Room No.319, 3rd Floor, U.T. Secretariat, Sector-9, Chandigarh by **12th April, 2018 by 5.00 p.m.** Incomplete applications and applications received after the due date will not be entertained.

Sd/-
Special Secretary Finance
Chandigarh Administration.
Phone: 0172-2740021

TERMS AND CONDITIONS OF APPOINTMENT

1. For the selection, the writing skill test is divided in two parts i.e. Aptitude Test and Data Analytical Skill Test of 100 marks (50 marks for each test). Minimum passing marks will be 20 each.
2. The selection will be done on the basis of merits i.e. the candidate who will obtain highest marks in both tests will be considered on top of the merit list.
3. The appointment letter will be issued subject to the medical fitness and police verification. In case candidate fails to submit medical fitness or police verification within a period of one month, the appointment will be deemed to have cancelled without giving further opportunities and the appointment letter will be issued to next candidate in the waiting list.
4. TA/DA will not be admissible for written Test or while Joining.
5. The candidate will not claim for regular appointment against any vacant posts at any stage as this is short gap arrangement for a period of six month. However, the contract will be extended time to time as per requirement of the department.
6. That this contract can be terminated without any notice for non-satisfactory performance or if services are not required due to change of workload or any other administrative reasons; In case of misconduct, inefficiency or any other serious contravention, the services are liable to be terminated without any notice;
7. The official accommodation shall not be provided in any case.
8. No leave of any kind shall be admissible except gazette holiday, if any. However one day casual leave during the month can be allowed.
9. The appointment will be made on fixed monthly remuneration and no other allowances/extra payment or over time etc. will be made.
10. The candidate will have to work in routine during office hours i.e. 9 a.m. to 5 p.m. but in case of urgency, the work will have to be completed as assigned beyond office hours.

SELECTION CRITERIA

- | | | |
|--------------------------|---|----------|
| 1. Aptitude Test | - | 50 Marks |
| 2. Data Analytical Skill | - | 50 Marks |

APPLICATION FORMAT

1. Post Applied for:
2. Name in full (Capital letters):
3. Date of Birth (as given in Matriculation/
Higher Secondary Certificate):
4. Father's/Husband's Name:
5. Mailing address (in capital letter):
6. E-mail ID:
7. Telephone and mobile Numbers:
8. Details of academic and professional qualification (Graduate and above)

Passport size
photograph
duly attested

Sr. No.	Qualification	Name of the Board/University	Year Passing	Marks Obtained & %	Remarks
1	2	3	4	5	6

9. Experience
10. Nationality
11. Category (SC/OBC/Gen./Ex-Servicemen)

I hereby solemnly affirm and declare that the information submitted in this application is true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect on in-eligibility detected at any stage, my candidature will stand cancelled and all my claims for the recruitment be forfeited. I hereby accept all terms & conditions of appointment as per advertisement.

Place:

(Signature of Candidate)

Dated:

(list of Documents attached)