

No.5/1/46-PEO(SA)-2017/
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.

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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 5.11.2017 in the following news papers:-

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

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

Finance & Planning Officer,
for Special Secretary Finance,
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 Research Officer having qualified of MBA Finance/MSc Statistics/MCA and MA/MBA in Economics or Math or Commerce. The appointment will be made after written examination. The last date of receipt of application is 15.11.2017 by 5.00 p.m. The detail qualifications and terms & conditions are available in web site www.chdpr.gov.in of Chandigarh Administration.

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SPECIAL SECRETARY FINANCE,
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:-

Name of Post	Qualification	Age	Period of Contract	No. of Post	Consolidated Remuneration
Consultant	Essential: MBA Finance/M.Sc Statistics/MCA of equivalent with first division and adequate knowledge of computer operation. Desirable: Two year experience	Not exceeding 37 years (relaxable in accordance with instructions issued by the Administration from time to time.	Contract shall be for a period of 6 months. The contract period can be extended beyond 6 months till the services are required by the Department.	One	Rs.50,000/-
Research Officer	Essential: MA/MBA in Economics or Mathematics or Economic Agriculture or Commerce or Statistics with Statistics as one the paper in the first four cases from a recognized University and basic knowledge of computer operation. Desirable: Two years experience in Economics Planning or Development appraisal or Evaluation of Monitoring of Projects.	Not exceeding 37 years (relaxable in accordance with instructions issued by the Administration from time to time.	Contract shall be for a period of 6 months The contract period can be extended beyond 6 months till the services are required by the Department.	One	Rs.30,000/-

- Note:-
1. The Number of posts may vary and accordingly waiting list of Four candidates shall 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 in the o/o Planning & Evaluation Organization, Finance Department, Room No.330, 3rd Floor, U.T. Secretariat, Sector-9, Chandigarh by 15.11.2017 by 5.00 p.m.. Incomplete applications and applications received after the due date will not be entertained. The Advertisement, Selection Criteria, Terms and conditions of appointment and application Format is available on the website of the Department i.e. www.chdpr.gov.in

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

SELECTION CRITERIA

For this purpose, the following criteria will be considered for appointment to the post of Consultant and Research Officer:-

(A) Consultant:

Stage-I:

Aptitude test will be conducted consisting of objective type questions in Mathematics, English and mental ability in order to screen the number of applicants in the ratio of 1:10 (top 10 candidates for one post of Consultant).

Stage-II:

To assess the writing skill of candidates and to further screen in the ratio of 1:5, successful candidates from the stage-I will be asked to participate in Paragraph Writing.

The Candidates having qualified the two stages shall be subject to interview by the Committee constituted by the department.

(B) Research Officer:

Stage-I:

Candidates will be screened in the ratio of 1:15 on the basis of basic qualification.

Stage-II:

To assess the writing skill of candidates and to further screen them in the ratio of 1:5, successful candidates from the stage-I will be asked to participate in Paragraph Writing.

The candidates having qualified the stages shall be subject to interview by the Committee constituted by the department.

Selection shall be made on the basis of merit prepared as per the following:

Sr. No.	Title	Max. Marks	Remarks.
1.	Basic Qualification for the post advertised.	50 Marks.	(e.g. if candidate has secured 60% marks, he/she is to get $60/100 \times 50 = 30$ marks)
2.	Experience	10 Marks	2 mark for each year of service (beyond mandatory requirement as per advertisement) in the relevant fields subject to maximum of 10 marks..
3.	Writing skills	20 Marks	
4.	Interview/Personality Test	20 marks.	
	Total:	100 Marks	

TERMS AND CONDITIONS OF APPOINTMENT

1. The officer of this appointment is for a period of 06 months or till the services are required by the Department which ever is earlier.
2. That this contract can be terminated without any notice for non satisfactory performance or if services are not required in view of change of workload;
3. In case misconduct, inefficiency or any other serious contravention, the services are liable to be terminated without any notice;
4. The offer of appointment is for the specific period and will not bestow upon you any right or claim for your regular appointment;
5. No official accommodation shall be provided;
6. No leave of any kind shall be admissible except gazette holiday, if any. However one day casual leave during the month can be allowed;
7. No TA/Da shall be allowed for joining this post

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)

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

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

I hereby 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.

Place:

(Signature of Candidate)

Dated:

(list of Documents attached)

