

DEPARTMENT OF CULTURAL AFFAIRS, CHANDIGARH ADMINISTRATION,
U.T. SECRETARIAT, GROUND FLOOR, SECTOR 9, CHANDIGARH.
PH.0172-2740025, e-mail: chd.dca@gmail.com, www.chdca.gov.in

ADVERTISEMENT

Applications are invited for appointment as Financial Adviser (on contract basis) for the 3 Akademies of Cultural Affairs Department, Chandigarh Administration whose offices are situated at Rani Laxmi Bai Bhawan, Sector 38, Chandigarh. The other details are as under:-

01	Name of the Organization	Cultural Affairs Department, Chandigarh Administration.
02	Name of the Post	Financial Adviser (Contractual)
03	Pay	Rs.30,000/- P.M.(consolidated)
04.	Period of contract	One year (extendable upto a maximum period of 3 years subject to Good performance).
05.	Educational Qualification	A retired Deputy Controller (F&A) / Assistant Controller (F&A) (SAS).
06.	Age	Below 62 years

The Applications addressed to Director Culture Affairs, Chandigarh Administration alongwith Certificates and supporting documents i.e. age, qualifications and experience must reach the o/o Director Culture Affairs, U.T. Secretariat Building, Ground Floor, Sector-9, Chandigarh **on or before 30/04/2021 by 5.00 P.M.** positively. The Advertisement, terms and conditions of appointment, selection criteria and application proforma can be downloaded from the website www.chdpr.gov.in or chd.dca.gov.in

Sd/-
Director Cultural Affairs.
Chandigarh Administration.

TERMS AND CONDITIONS OF APPOINTMENT

- (i) That the appointment is purely on temporary basis for a period of one year which can be terminated at any point of time without assigning any reason, whatsoever by giving one months notice.
- (ii) That he/she will be paid consolidated emoluments of Rs. 30,000/- P.M. from the Chandigarh Arts Council, Chandigarh. The consolidated emoluments so fixed, will remain in force during the period of contract. He /She shall not be paid anything, in any form, over and above the consolidated emoluments.
- (iii) That apart from Gazetted Holidays, one day Casual Leave per month will be admissible with the approval of Head of Department. No other leave of any kind will be admissible. However, in special circumstances, leave without pay will be granted solely on the discretion of the Head of the Department.
- (iv) That he will examine all the proposals of the 3 Akademies of the Cultural Affairs Department, Chandigarh Administration involving financial implications and looking after the day-to-day financial management of all the 3 Akademies as per provisions contained in the GFR, Financial Guidelines issued by the Department and decisions taken by the General Council of the respective Akademi etc. etc.
- (v) That the appointing authority reserves the right to assign any duty as and when required. No extra / additional allowance will be admissible in case of such assignments:
- (vi) That he/she will be on the whole time appointment and shall not accept any other appointment/assignment paid or otherwise / private practice of any kind during the period of contract;
- (vii) That this appointment will not count as service and will not bestow upon any claim or right for regular appointment against any post in the Department;
- (viii) That he/she will have to confirm to the Rules, Regulations and the discipline in the Institute;
- (ix) All disputes, if any, shall be decided by the Sole Arbitrator by Secretary Cultural Affairs, Chandigarh Administration and his / her decision shall be binding upon him / her;
- (x) The other terms and conditions of appointment will be governed by the relevant rules and instruction issued by the Chandigarh Administration from time to time in such cases.

SELECTION CRITERIA

The Selection of Financial Adviser shall be made through Interview consisting of 20 marks and the assessment of candidates shall be made on the basis of following components:-

(i) General Knowledge	: 05 Marks
(II) Awareness	: 05 Marks
(iii) Personality	: 05 Marks
(iv) Aptitude	: 05 Marks
TOTAL	: 20 Marks

**APPLICATION FORMAT FOR THE POST OF FINANCIAL ADVISER IN THE
DEPARTMENT OF CULTURAL AFFAIRS, CHANDIGARH ADMINISTRATION**

01.	Name in Block Letters			
02.	Father's Name			
03.	Date of Birth			
04.	Age as on 1.1.2021			
05.	Permanent Address			
06.	Address for Correspondence			
07.	Mobile No. / e-mail id			
08.	Education Qualification	Board/University	Year of Passing	Marks obtained % of marks
09.	Experience			
	Name of the Organization	Post held/Designation	Period (from to)	Total Experience
10.	Nationality			
11.	Any other information			

DELARATION

I _____ S/o Sh./Smt. _____ hereby declare that the information by me in this application is true and correct to the best of my knowledge and belief and nothing has been concealed therein. In the event of any information being found false or incorrect or in-eligibility detected at any stage, my candidature will stand cancelled and all my claims for the recruitment on the said post be forfeited.

Document Attached:-

(Signature of the Applicant)

1. _____

2. _____