

CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(Planning & Evaluation Organisation)
Room No.319, IIIrd Floor, U.T Secretariat,
Deluxe Building, Sector-9, Chandigarh-1600 09

Applications are invited from the eligible candidates for filling-up the following posts on contract basis in the Planning & Evaluation Organisation, Finance Department, Chandigarh Administration: -

Sr.No.	Name of the Posts	Qualifications	Age	No.of Posts	Tentative Fee Sctrure
1.	Consultants (Two)	<u>Essential</u> : MBA Finance and adequate knowledge of computer operation. <u>Desirable</u> : Two year experience	Not exceeding 35 Years (relaxable in accordance with instructions issued by the Administration from time to time.	Two	Rs.50,000/-
2.	Research Officer	<u>Essential</u> : MA in Economics or Mathematics or Economics Agriculture or Commerce or Statistics with Statistics as one of the paper in the first four cases from a recognized University and basic knowledge of computer operation. <u>Desirable</u> : Two years experience in Economic Planning or Development appraisal or Evaluation of Monitoring of Projects	Not exceeding 35 Years (relaxable in accordance with instructions issued by the Administration from time to time.	One	Rs.30,000/-

1. Selection Process.

(A) Consultants

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 them in the ratio of 1:5, successful candidates from the stage-1 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-1 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.

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.	Writings skills	20 Marks	
4.	Interview/Personality Test	20 Marks	
	TOTAL	100 Marks	

3. Terms of Appointment:

The Appointments will be on contractual basis and the incumbent shall not have any claim for regular appointment in Planning & Evaluation Organisation, Finance Department, Chandigarh Administration.

4. Duration of Contract:

Contract shall initially be upto 31st March, 2013 or the services are required by the department which ever is earlier.

5. How to Apply:

The applications on the prescribed proforma duly filled and signed self attested passport size photograph pasted thereon alongwith supporting documents/testimonials etc. at the aforementioned address on or before 30.11.2012. Incomplete applications and the applications received after the due date will not be entertained.

PROFORMA

- i) Post Applied for;
- ii) Name in full (Capital letter);
- iii) Date of Birth (as given in Matriculation/
Higher Secondary Certificate);
- iv) Father's/Husband's name;
- v) Mailing address (in capital letter)
- vi) E-mail ID;
- vii) Telephone and mobile Numbers;
- viii) Details of academic and professional qualification (Graduate and above);

Paste
recent self
attested
passport
size
photograph

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

- ix) Experience
- x) Nationality
- xi) 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 or in-eligibility detected at any stage, my candidature will stand cancelled and all my claims for the recruitment be forfeited.

Place:
Dated:
(List of Documents attached)

(Signature of Candidate)