

QUALIFICATIONS:

Sr. No.	Name of Post	Essential Qualification	Desirable qualification
1.	Junior Auditor	B.Com. / Bachelors of Business Studies/ Bachelors of Business Administration from a recognized University. ICT Course i.e. CCC+ (126 hours – 200 hours) is mandatory at entry Level as per instructions issued by the Chandigarh Administration vide letter dated 20.05.2019.	M.Com/MBA (Finance)/ PGDM (Finance)/Costs and Management Accountant.

Note: The Candidates will have to submit the certificate of ICT Skills Course from a Govt. recognized institution OR a reputed institution which is an ISO 9001 certified OR Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India OR from NIELIT and its authorized institutions.

AGE AS ON CLOSING DATE FOR RECEIPT OF APPLICATIONS :

- a) OBC Category : Not exceeding 40 years
- b) Persons with Benchmark Disability : Not exceeding 47 years
- c) Applicants who are already in Government Service : Not exceeding 42 years
- d) Candidates already in Government service shall be considered for selection only on production of 'No Objection Certificate' from the department concerned at the time of Screening.
- e) Any other question as to the eligibility shall be determined in accordance with the rules & instructions issued by the Chandigarh Administration from time to time.

NATIONALITY :

A candidate shall be a citizen of India.

APPLICATION FEE

OBC & PwBD Category	₹800
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- The requisite fee can only be deposited in any of State Bank of India branches. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted.
- The Candidate's will retain the copy of fee deposited for submitting at the time of Screening.

CONDITIONS WHICH MAY RENDER A CANDIDATE INELIGIBLE:

The following conditions, among others, may render the candidates ineligible:

- a. Insufficient fee;
- b. Examination fee deposited in a bank other than State Bank of India;
- c. Wrong/incomplete information given in the application form.
- d. Candidates debarred by the UPSC/other Public Service Commissions/any Government Department, agencies, board or corporations.
- e. Candidates against whom complaint in Vigilance Department, Police Department etc. is pending;

- f. Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.

IMPORTANT NOTE

- a) Other Backward Classes candidates are eligible for the benefit of reservation whose caste is included in the list of OBC notified by the Chandigarh Administration as well as by the Govt. of India and the certificate has been issued by the competent authority for the purpose.
- b) The PwBD candidates are required to submit a Disability Certificate issued by competent authority, failing which their candidature as PwBD candidates will not be considered. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.
- c) A candidate should indicate the specific category carefully for which he/she wants to be considered and category once opted and submitted after completion of form cannot be changed in any circumstances. Candidate has to produce the relevant certificates when asked. In case of non-production of certificate or found non-eligible on the basis of certificate produced, his/her candidature shall be cancelled, any request to consider him/her in other category shall not be accepted.
- d) The candidature of the candidate shall be provisional till the time of verification of documents of the candidate at the time of screening, when the candidate shall produce his/her original certificates for verification by the Local Audit Department authorities
- e) If any document/certificate/statement of the candidate is found false or forged at any stage, his/her candidature will be rejected and further action will be taken as per law.