

SHORT TERM NOTICE

APPLICATIONS FOR HIRING OF CHARTERED ACCOUNTANTS FOR INTRODUCTION OF INTERNAL AUDIT SYSTEM IN VARIOUS HARYANA GOVERNMENT OFFICES/ BOARDS/ CORPORATIONS/ FEDERATIONS ETC.

The Director, Local Audit Department, Haryana (DLA), intends to hire Chartered Accountants (CAs) for introduction of Internal Audit System in various Haryana Government Offices/Boards/ Corporations/Federations etc. against vacant posts of SAS Cadre (LAD & Ordinary) Officers i.e. Audit/Accounts Officer and Senior Accounts Officers for Director General, Treasury & Accounts Haryana (T&A) and O/o DLA on behalf of Finance Department, Haryana amongst Chartered Accountants registered with Institute of Chartered Accountants of India, preference will be given to empanelled CAs with Comptroller & Auditor General of India (C&AG) on purely contractual basis for one year or till the regular appointment, whichever is earlier @ **Minimum of initial Functional Pay Matrix Level-7 (FUN-7) Rs. 44900/- and pay in Functional Pay Matrix Level-9 (FUN-9) Rs. 53100/- + Dearness Allowance as admissible** per month.

Following dates are fixed for engagement of Chartered Accountants:-

S No.	Content	Date
1	Date of Publication	16.02.2019
2	Start Date of Application	17.02.2019
3	Closing date for submission of Application	25.02.2019

Selection Criteria: The selection criteria will be purely on MERIT BASIS and no interviews will be conducted.

1. OBJECTIVES OF INTERNAL AUDIT

The broad aim of internal audit is to safeguard the financial interests of the Government Offices/Boards/Corporations/Federations etc. by implementation of sound financial management practices and to promote accountability. The objective of Audit is to report wastefulness, failures, system weaknesses, deficiencies and circumstances leading to infructuous expenditure and to assist the Government Offices/Boards/Corporations/Federations in the exercise of financial control. The term "audit" will include risk management, financial audit and performance audit.

Hence, the objectives of hiring the Chartered Accountants for Internal Audit are:-

- i) the books of accounts are properly maintained, checked and balanced periodically;
- ii) transactions are properly observed/accounted for and followed-up according to various prescribed scope of work under the provisions of Acts and Rules;
- iii) to have a preventive and reforming effect in direction of avoiding mistakes;
- iv) to play the corrective role by pointing out mistakes and ensuring remedies without loss of time;
- v) to improve quality of assessments so as to reduce the criticism of the working of department by statutory audit and the Public Accounts Committee.

The above all objectives of audit must be followed as per Haryana Government Rules/Regulations/Acts & Manual /Policies and instructions issued from time to time as applicable in respect of each Boards/Corporations/Federations etc. and all other Government Offices in the State of Haryana.

2. SCOPE OF INTERNAL AUDIT:

For Internal Audit, Local Audit Department will be governing department under the control of the Finance Department Haryana through its Administrative Secretary i.e. Additional Chief Secretary to Government Haryana, Finance and Planning Department. **In compliance of Guidelines/Regulations/ Statutory Authorities/Rules/Policies** and instructions issued from time to

time as applicable in respect of each Government Offices/Boards/Corporations/Co-operative Societies etc. in the State of Haryana.

The scope of scrutiny by Internal Audit is quite enlarging. It will be 100% for Grants received from Central Government and State Government alongwith Banking and financial transactions including collection from all other various schemes of income, Collection of Sale Proceeds and deposits into Banks etc.

One day session of interaction will be organized by the Department before starting of audit by Chartered Accountant in which discussion of instructions/orders issued by the Government Department for audit of Government Offices/Boards/Corporations/Federations etc. circulated to them.

3. INTERNAL AUDIT COVERS:

The Internal Audit of Government Offices/Boards/Corporations/Federations etc. in the State of Haryana i.e. Audit of all income and expenditure with Bank/Treasury shall be carried out on risk based method depending on auditee institutions.

4. MINIMUM ELIGIBILITY CRITERIA

- i) No Chartered Accountant shall be engaged to the post who is less than 21 years or more than 40 Years of age, on next proceeding the last date of submission of applications.
- ii) The Chartered Accountants should have minimum three years experience of conducting Audit of any organisation of repute.
- iii) Criteria for reservations is placed at "**Annexure- A**"

5. Minimum required qualification/criteria is as under:-

(a) In case of post of Accounts Officer:-

- i) Master's Degree in Commerce (M.Com) with 60% marks (1st division) from any recognized university with three year experience of audit or accounts in an organization of repute; or
- ii) Chartered Accountant from the Institute of Chartered Accountants of India with three year experience of audit or accounts in an organization of repute; and
- iii) Knowledge of Hindi/ Sanskrit upto Matric standard or higher education.
- iv) Basic knowledge of Computer.

(b) In case of posts of Section Officer

- i) B. Com 1st Division 60% marks with three year experience of Audit or Accounts in an organization of repute; or M.Com with 55% marks from recognized university with three year experience of audit or accounts in an organization of repute; or above or cleared the Integrated Professional Competence Course (IPCC)/Chartered Accountant (Intermediate) from Institute of Chartered Accounts of India with three year experience of Audit or Accounts in an organization of repute.
- ii) Hindi/ Sanskrit upto Matric standard or higher education.
- iii) Basic knowledge of Computer.

6. DRAFTING OF AUDIT REPORT

Audit Report will be drafted by the Chartered Accountant on the completion of audit and submitted to DLA within a fortnight after ending of each quarter of financial year subject to change as per circumstances.

7. PENAL CLAUSE

(i) Non-Reporting of Serious Irregularities/ Frauds / Discrepancies / Gross Negligence

The Chartered Accountant will be responsible for reporting serious irregularities/ discrepancies/frauds/gross negligence/ malafide intention (With or without financial loss), if any. If any lapses in this regard are noticed at any later stage then Chartered Accountant will be liable to such penalty as decided by the Director, Local Audit Haryana.

(ii) **Fraud & Corrupt Practices**

Chartered Accountant shall observe the highest standard of ethics during the performance of its duties.

The Director, Local Audit Haryana may debar the Chartered Accountant for a indefinite period, if it determines that the CA is directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practise or restrictive practice in performance of its duties.

8. GENERAL CONDITIONS

- (a) No extension will be allowed in contract period. However, if Govt. of Haryana in Finance Department deem fit and issue necessary direction to extend the time period, it will be extended accordingly.
- (b) If, the response to the APPLICATIONS is not delivered within the deadline as specified above, the same shall be declared late and shall not be accepted.
- (c) Any effort by the applicant to influence Director, Local Audit Haryana in its decisions or evaluation of application may result in the rejection of its application.
- (d) All documents should be duly signed by Chartered Accountants.
- (e) Agreement has to be signed within 7 days from the date of award of assignment in prescribed format. The agreement will be signed by the Chartered Accountant and have to furnish a security deposit @ Rs. 25,000/- only in shape of bank guarantee.
- (f) In case the Chartered Accountant fails to conduct the assignment allotted, according to the prescribed benchmark or in case it is found that they have failed to execute the given responsibility, then the agreement with them shall be cancelled.
- (g) In case any Chartered Accountant found to be indulging unethical practice(s), he shall be removed and blacklisted and all possible legal action shall be initiated against him.
- (k) A declaration/affidavit on a Stamp paper is to be furnished by the Chartered Accountant that he is never black listed by any Government and no legal proceedings are pending against him in any court of law. In case the declaration is found incorrect, the assignment would get terminated besides the Chartered Accountant being liable for any action by the ICAI/Govt.. The Chartered Accountant should not have any disciplinary matters pending with ICAI/CAG/RBI and they should not have suffered any disqualification.

The APPLICATIONS and detailed advertisement can be downloaded from <http://hrtreasuries.gov.in> & <http://finhry.gov.in> (Link "APPLICATIONS for hiring Chartered Accountants").

The last date of submission of the Applications to Director Local Audit is 25th, **February (Year) 2019 latest by 5:00 pm**, at above mentioned address. For further enquiries may contact, Joint Director (Admin) of the O/o Director, Local Audit Haryana at email I.D. localaudit@hry.nic.in during the office hours.

The applicant Chartered Accountant is invited to send applications in the prescribed format given at **Annexure-C**. All information should be supported with self attested documentary evidence. **Note:** *Copy of proofs of various empanelment's and allocation of Internal Audit assignments of the Government Offices/Boards/Corporations/Federations etc. in the State mentioned above must be attached with the application.*

Declaration:

1. I ----- that the information furnished herein are correct and fair in all respects. I have the necessary documentary proof to substantiate the same. It is further declare that in case any of the contents contained herein are found to be incorrect, DLA is free to initiate any appropriate action against me.
2. I further declare that there is no adverse comments/ qualification on my performance from the state Govt.

Date:

(Name)

Annexure-A

*Reservation criteria followed by Haryana Staff Selection Commission/Govt. of Haryana will be followed for various categories as such.

Category	% of reservation
SCs	20%
BC 'A'	16%
BC 'B'	11%
SBCP (Now BC 'C')	10%
EBPG <i>*matter is in the court. So, the same quota is considered under general category.</i>	10%
PH (Horizontal) but reservation in total no. of post in cadre	3%
ESM (Horizontal)	ESM(SC)-2% ESM (BC'A')-2% ESM (BC'B')-3% ESM (Gen.)-7%
OSP (Horizontal)	OSP(SC)-1% OSP(BC "A&B')-1% OSP(Gen.)-1%
Total	

IMPORTANT NOTES:

Candidate having Degree/ Diploma/ Certificates from Institutions/Universities which are not recognized by Haryana Government will not be eligible.

SPECIAL INSTRUCTION:

1. The applicant must possess the minimum prescribed qualification on the closing date for applying.
2. The decision of the Department in all matters relating to eligibility, acceptance or rejection of application, mode of selection, etc. will be final and binding on the candidates and no enquiry or correspondence/ communication oral or written shall be entertained in this behalf.
3. The selected candidates are liable to be posted anywhere irrespective of preferences given.

GENERAL INSTRUCTIONS:

1. Please read the detailed advertisement carefully before submission of the application form.
2. The candidate should fill all details while filling the Application Form.

GENERAL TERMS AND CONDITIONS:-

1. Incomplete application i.e. without copies of testimonials of prescribed minimum educational qualification, Date of Birth certificate etc. may render the candidate ineligible.
2. Number of posts is liable to increase or decrease either way, including complete withdrawal.
3. The applications received after the closing date will not be considered.

NOTES:

1. An application will be summarily rejected in the following events and no correspondence shall be entertained in this regard:-

- a) If a candidate makes more than one application for a particular post.
- b) If relevant documents not attached with the application form by the candidate.

2. Qualification and other term and conditions of eligibility will be determined with regard to the last date fixed for receipt of online applications.

3. Candidates applying for a post must ensure that they fulfil all the eligibility conditions on the last date of application. If on verification at any time before or after the appointment, it is found that they do not fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect, their candidature will be cancelled. Action against candidates found guilty of misconduct: - Candidates are warned that they should not furnish any particulars that are false, tampered/fabricated or should not suppress any material information while filling up the application form. Such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :-

(a) to be disqualified from the posts for which he/she is a candidate.

(b) to be debarred either permanently or for a specified period, from any examination or recruitment conducted by Department.

FAKE INSTITUTIONS:-

Candidates, who have obtained degrees or diplomas or certificates for various courses from any institution declared fake by the University Grants Commission or not recognized by Haryana Government shall not be eligible for the posts advertised.

DOCUMENTS TO BE SUBMITTED WITH APPLICATION FORM

- i) Photocopies of Essential Qualifications i.e. mark sheet of Matriculation, Graduation, Post Graduation and final mark sheet of Diploma, if any.
- ii) Latest coloured Passport Size photograph of the Candidate.
- iii) Photocopy of Haryana Domicile and caste certificate (if applicable).

LIKELY CAUSES OF REJECTION OF APPLICATION: -

The following are likely causes of rejection:-

- i) More than one application form for a particular category;
- ii) Application is incomplete;
- iii) No qualification of Hindi/Sanskrit as prescribed in advertisement;
- iv) Applicant does not possess the requisite academic qualification on cut-off date;
- v) Candidate is underage/overage as per the age limits prescribed in advertisement;
- vi) Variation of original documents when brought for verification;
- vii) Lack of essential qualification as prescribed in advertisement.

DIRECTORATE OF LOCAL AUDIT HARYANA
BAYS 3-6, 2nd FLOOR, SECTOR-2, PANCHKULA-134109

Email: localaudit@hry.nic.in

Ph. 0172-2560319, 2560126

FOR OFFICE USE ONLY

CONTROL NO.	ROLL NO	SCRUTINY BY

APPLICATION FORM

IMPORTANT INSTRUCTIONS

Please read instructions given in advertisement carefully before filling in each column.
 Use only Black/Blue ball pen to write or tick the box.

Advertisement no.	Category No.	Name of the post
CANDIDATE'S NAME in capital letters as given in class X Certificate (in English)		
Father's Name in capital letters as given in class X Certificate (in English)		
Date of Birth:	Sex: Male/Female	
Category: GEN/SC/BCA/BCB/ESM/DESM/DFP/OSP/PHC(Ortho)/PHC(D&D)PHC(Blind)		
Domicile of Haryana: YES/NO	Identification Mark:	
Mobile No.:	Email:	
Aadhar No.:	PAN No.:	
Address:		
Tehsil:	District:	
State:	Pin:	

Paste here self attested passport size photograph

EDUCATIONAL QUALIFICATIONS :-

Educational Qualifications	Year of Passing	Marks Obtained	Total Marks	% age	Division	Name of Board/University
10 th (Matric)						
10+2 (Senior Secondary)						
B.Com						
M.Com						
CA/IPCC						
Other Qualification						

Experience

Years:	Months:	Days:
Name of Organization:		Total Salary Rs.:

Declaration: I hereby declare that:-

- All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/appointment/selection, my candidature may be cancelled and action can be taken against me.
- I have read the provisions in advertisement of the Department carefully and I hereby undertake to abide by them. I fulfil all the conditions of eligibility regarding age limit, educational qualification etc. prescribed in the advertisement and other relevant rules and instructions and never been convicted by Criminal Court.

PLACE: _____

DATE: _____

SIGNATURE OF THE CANDIDATE

(unsigned application will be rejected)