



Chandigarh Judicial Academy

Sector-43-D, Chandigarh - 160022

Ph. No. 0172-6662161, 449, 162, Fax No. 0172-6662178

Website: www.cja.gov.in E-mail id: cja.chd@hotmail.com

Advertisement No. DIR / CJA / 3276 / 2015

Dated: 22nd day of April, 2015

TENDER NOTICE

Chandigarh Judicial Academy, a Society registered under the Societies Registration Act, 1860, has been established to organize and impart Induction Training to the newly Recruited Judicial Officers and also to devise/organize Refresher Courses/Training programmes /Advance Courses /Work Shops /Conferences/Seminars in order to provide continuing judicial education and training to the In-service Judicial Officers of the states of Punjab & Haryana so as to keep them abreast with latest developments in the field of law and Judicial Administrations.

- ❖ Chandigarh Judicial Academy proposes to invite applications for appointment as Auditor of Chandigarh Judicial Academy for the financial year 2015-16 for consideration of Hon'ble Board of Governors of Chandigarh Judicial Academy.

❖ **KEY RESPONSIBILITIES & FUNCTIONS:**

- Regular Monthly Internal Audit;
- Income Tax Consultancy (At least one visit every month);
- Maintenance of Accounts with one visit every week;
- Preparation of monthly expenditure statements;
- Preparation and filing of all kinds of returns required under various laws;
- Annual/Monthly Certification of Accounts;
- Preparation/Audit of Annual Financial Statement;
- Issuance of TDS certificates Quarterly & Annually.
- Preparation & filing of reply to Income Tax Department/Departments against notices.

❖ **QUALIFICATION AND EXPERIENCE :**

- Practising Chartered Accountant (Auditor) having minimum experience of **02(two) years** preferably in the field of Government Accounts.

❖ **FEE :**

The applicant has to enclose a Bank Draft drawn on any nationalized bank in favour of '**Chandigarh Judicial Academy**' payable at **Chandigarh** amounting to **Rs. 200/-** only.

NOTE: The fee once paid will not be refunded in any case. The applications which are not accompanied with the requisite fee will be rejected.

The Consent and detailed Curriculum vitae of interested applicants should reach the office of The Registrar, Chandigarh Judicial Academy, Sector 43-D, Chandigarh, PIN 160022 on or before 15th day of May, 2015 upto 4.30 P.M together with the attested copies of their qualifications, experience and quotation of emoluments for the above mentioned responsibilities and functions.

Sd/-
Director (Administration)
Chandigarh Judicial Academy