

**Local Audit Department, Himachal Pradesh Government,  
Empanelment of Article Assistant with Commerce background  
Graduate/Post Graduate on assignment basis.**

Director, Local Audit Department, Himachal Pradesh, invites applications from suitable Commerce Graduates/Post Graduates for empanelment for hiring as Article Assistant on assignment basis on the prescribed proforma, which can either be obtained from this department by post or downloaded from website <http://himachal.nic.in/localaudit/>. Detailed terms & conditions, governing the engagement of Article Assistant may be seen on the website. The applications should reach the office of Director, **Local Audit Department, Himachal Pradesh, SDA Complex, Block No.38, Kasumpti Shimla-171009** by 27th January, 2009.

1. Applicants applying for empanelment as Article Assistant should be M.Com. with second Division or B.Com with at least 55% marks from recognized university. Applicants with 50% in B.Com can also be considered provided persons with requisite qualifications are not available.
2. Age should preferably not be more than 40 years.
3. The Article Assistant shall be assigned the audit of various institutions conducted by the Local Audit Department and will be paid the approved fees of Rs.500/- per working day.

**Note:** - This is not an advertisement for employment in Government Service. This is a scheme to empanel suitable candidates with Commerce background to be utilized by the department on assignment basis.

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**Terms & Conditions for empanelment of Private Persons as Article Assistant on assignment basis.**

1. No person shall be empanelled for Article Assistantship unless he possesses M.Com Second class or B.Com (at least 55% marks) qualification from a recognized university. Applicants with 50% in B.Com can also be considered provided persons with requisite qualifications are not available.
2. The persons from the selected panel, hired as Article Assistant, may be attached with the Section Officer for initial orientation to acquaint himself with the various Acts/Rules, Audit Code and instructions issued by the Govt. from time to time, in case of a need. There will be no guarantee of the number of days for which the empanelled persons will be given the audit assignment.
3. The persons hired as Article Assistant shall be assigned the duty to conduct the audit of Local Fund institutions comprising of Govt. Education institutions, ITI's and other institutions falling under the jurisdiction of the Local Audit Department. His/Her assignment for this purpose shall be of contractual nature and shall be made on a need basis, as and when required, based purely on the audit requirement of the department. The empanelled persons, who are assigned audit duties shall function as Article Assistant only for the period for which they are engaged by the department.
4. No claim with regard to the appointment of Article Assistant as an employee in the Department shall be entertained by the Director, Local Audit Department, since the empanelled persons will not be Government employees.
5. The empanelled persons who are engaged as Article Assistant for specific periods shall be entitled for fees on the completion of audit or assignment, provided the same has been conducted in accordance with the audit code/various instructions, issued from time to time.
6. An Article Assistant will normally be engaged out of a panel selected by the Department, from time to time. No person shall be engaged as Article Assistant to conduct the audit of the same institution, for more than two times at a stretch.
7. No TA/DA shall be admissible to the person engaged as Article Assistant.

8. The services of the Article Assistant would be terminated and dispensed with, in case his or her services are found to be unsatisfactory or if he/she is involved in any misconduct.
9. The fees to the Article Assistant shall be paid by the Director, Local Audit Department, H.P. within a reasonable time of satisfactory completion of assignment. As per present norms, the Article Assistant will be paid a fees at the rate of Rs. 500/- per working day. During training, the hired Article Assistant will be paid fees of Rs. 250/- per day. The hired Article Assistant may be given training for a period up to seven days.
10. The persons engaged as Article Assistant, will be allotted audit by an officer, not below the rank of Deputy Director. Generally, the accounts which are in arrear, shall be allotted on a priority basis.
11. The age of the empanelled persons should preferably be not more than 40 years.
12. The persons engaged as Article Assistant shall keep in view, all financial, Administrative and Managerial aspects and prepare the audit report under the guidance of Department Officers as per existing guidelines/instructions, Audit Code of the Local Audit Department.
13. The fees to Article Assistant would be payable out of audit fee payable to the department, by the audited institution.
14. This scheme does not guarantee hiring of persons as Article Assistant on a full time or all round the year basis.
15. The Finance Department will be competent to amend any of the provisions of this scheme, wherever there is a public interest involved or where there is any difficulty in implementation of this scheme.

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