



स्नातकोत्तर चिकित्सा शिक्षा एवं अनुसंधान संस्थान, सेक्टर-12, चंडीगढ़ - 160 012 (भारत)
POSTGRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH
SECTOR - 12, CHANDIGARH - 160 012 (INDIA)

प्रशासनिक ब्लॉक, स्थापना शाखा - I(2), गैर-संकाय विभाग
Administrative Block, Establishment Branch - I(2)

हरियाणा सिविल सचिवालय, चंडीगढ़
Non-Faculty Section
Phone (दूरभाष): 0172-2755504, 5513
e-mail (ई-मेल): ao.establishment1@gmail.com

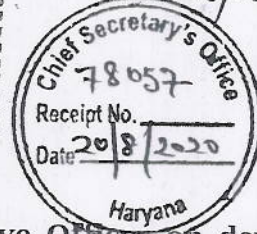
F. 3001/Advt./AO/EI(2)/PGI/2020

20 AUG 2020

Dated: 18/08/2020

To

The Chief Secretary, परिचालन संख्या
Government of Haryana,
Civil Secretariat, Chandigarh.



Subject: - Filling up of four (04) posts of Administrative Officer on deputation basis at PGIMER, Chandigarh.

Sir,

The Institute proposes to fill up 04 posts of Administrative Officer on deputation basis in Level 9 in the Pay Matrix as per 7th CPC at PGIMER, Chandigarh having following qualification/experience:

"Officers under the Central Government, State Govt., U.T. Administration, or Central Statutory Bodies holding analogous posts or with at least 3/ 5 years of experience "Level-8 / Level-7 respectively in the PAY MATRIX" or equivalent respectively and having degree and experience in administration and establishment matter and preferably account matters. Officers possessing M.B.A or Postgraduate Diploma in Personnel Management shall be given preference."

You are requested to forward the names of suitable officers on prescribed performa who are willing to serve this Institute on deputation basis along with their ACR/APARs for last 5 years. While sending the panel, it may kindly be ensured that no departmental/disciplinary proceedings are pending/being contemplated against the officers and the same should reach this office latest by 10.09.2020.

Yours sincerely,

[Signature]
Dy. Director (Admn.)



SP
5315
B.O.
PS/CS
21/8/2020
SRS
21/8/20
JSA
For Estt. Branch pl.
JSE
24.8.20
SRI
21/8/2020
GEY

आवेदन प्रारूप
Application Format

1.	नाम Name (in capital letters)	
2.	पता (दूरभाष एवं ई-मेल सहित) Address with Telephone number & e-mail address	
3.	जन्म तिथि Date of Birth	
4.	सेवानिवृत्ति की तिथि Date of Retirement	
5.	शैक्षिक योग्यता Educational Qualifications	
6.	वर्तमान नियोक्ता का नाम एवं पता Name and Address of the present employer	
7.	नियमित आधार पर नियुक्ति की तिथि (पे बैंड - 2 स्तर के पैमाने में i.e. ₹ 9300-34800 + ग्रेड पे ₹ 4600) Date of appointment on regular basis (in the scale of PB-3 i.e. ₹ 9300-34800 + Grade Pay ₹ 4600)	
8.	नियमित आधार पर नियुक्ति की तिथि (पे बैंड - 2 स्तर के पैमाने में i.e. ₹ 9300-34800 + ग्रेड पे ₹ 4800) Date of appointment on regular basis (in the scale of PB-3 i.e. ₹ 9300-34800 + Grade Pay ₹ 4800)	
9.	नियमित आधार पर नियुक्ति की तिथि (पे बैंड - 2 स्तर के पैमाने में i.e. ₹ 9300-34800 + ग्रेड पे ₹ 5400) Date of appointment on regular basis (in the scale of PB-3 i.e. ₹ 9300-34800 + Grade Pay ₹ 5400)	
10.	क्या आप मान्यता प्राप्त विश्वविद्यालय से कला/विज्ञान/वाणिज्य में डिग्री धारक हैं ? Do you possess Degree in Arts/Science/Commerce from a recognized University?	
11.	स्थापना संबंधी, प्रशासनिक एवं लेखा कार्यों में अनुभव Experience in Establishment, Administration and Accounts work.	
12.	वर्तमान नियुक्त पद की प्रकृति Nature of present employment	
13.	कुल परिलाभ आहत प्रति माह Total emoluments drawn per month	
14.	यदि आरक्षित श्रेणी से संबन्धित हैं ? Whether belongs to reserved category?	
15.	पिछले पाँच वर्षों की ए.सी.आर. ग्रेडिंग ACR grading for the last five years	
16.	आवेदित पद के लिए कोई अतिरिक्त सूचना, यदि है, जो आप अपनी क्षमता के संदर्भ या समर्थन में उल्लेख करना चाहते हैं Additional information, if any, which you would like to mention in support of your ability for the post	

दिनांक :
Date :

आवेदक के हस्ताक्षर
Signature of the applicant