



रियाणा सिद्धि सचिवालय
चण्डीगढ़

पोस्टग्रेजुएट मेडिकल शिक्षा एवं अनुसंधान संस्थान, सेक्टर-12, चण्डीगढ़ - 160 012 (भारत)
POSTGRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH
SECTOR - 12, CHANDIGARH - 160 012 (INDIA)

59705
01/07/2020

प्रशासनिक ब्लॉक, स्थापना शाखा - I(2), गैर-संकय विभाग
Administrative Block, Establishment Branch - I(2)
Non-Faculty Section
Phone (दूरभाष): 0172-2755504, 5513 e-mail (ई-मेल): ao.establishment1@gmail.com

No.F. 4118/Advt./AO/AIIMS/EI(2)-PGI-2020

Date: 27/06/2020

Subject: - Filling up of 01 (One) post of Administrative Officer on deputation basis for AIIMS, Bathinda (Punjab) and Bilaspur (Himachal Pradesh) each in the pay level 10 as per 7th CPC.

Dear Madam,

This Institute, as a mentor Institute for AIIMS Bathinda (Punjab) & AIIMS Bilaspur (Himachal Pradesh), proposes to fill up 01 (one) post of Administrative Officer on deputation basis for AIIMS Bathinda (Punjab) & AIIMS Bilaspur (Himachal Pradesh) each, in the level 10 as per 7th CPC. I shall be grateful, if you could send us a panel of suitable officers who are willing to work on deputation at these Institutes i.e. AIIMS Bathinda (Punjab) & AIIMS Bilaspur (Himachal Pradesh) with the following qualifications/experience:-

"Officers under the Central/ State Govt/ U.T. Administration of the Central Statutory/ Autonomous Bodies holding analogous posts on regular basis or with at least 3/5 years of regular service in post in the pay scale of Grade Pay Rs. 4800/ Rs. 4600 (further revised to level-8/Level 7 in the 7th CPC) or equivalent respectively and having a degree and experience in administration and establishment matters and also preferably in accounts matters. Officers having M.B.A or Postgraduate Diploma in Personnel Management shall be given preference." (The period of deputation shall not ordinarily exceed three years).

You are requested to forward the names of suitable officers on prescribed Performa who are willing to serve at AIIMS Bathinda (Punjab) & Bilaspur (Himachal Pradesh) on deputation along with their ACRs/ APARs for the 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 21.07.2020.

With regards,

Yours sincerely,

Dy. Director (Admn.)

The Chief Secretary,
Government of Haryana,
Civil Secretariat, Chandigarh

Services-II Branch
Diary No 59705
Date 03/07/20

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