

No. 49/73/2011-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 9th October, 2013.

To

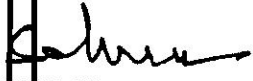
All concerned HCS Officers.

Subject: Filling up of 01 (one) post of Senior Administrative Officer on deputation basis at PGIMER, Chandigarh.

Sir/Madam,

I am directed to refer to the subject cited above and to say that a copy of letter No.EI(2)-PGI-2013, dated 15.10.2013 received from Postgraduate Institute of Medical Education & Research, Chandigarh is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(SATISH SHARMA)
Superintendent Services-II.

INTERNAL DISTRIBUTION

e-champion

POSTGRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH, CHANDIGARH

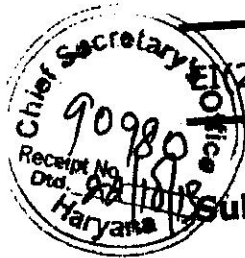


ESTABLISHMENT BRANCH-I

Ph.No.0172-2755504-2755510

Dated: 15-10-13

2)-PGI-2013



Subject: Filling up of 01 (one) post of Senior Administrative Officer on deputation basis at PGIMER, Chandigarh.

Respected Sir,

I shall be grateful, if you could send us a panel of suitable officers, who are willing to work on deputation basis in this Institute as Sr. Administrative Officer with the following qualifications:-

Pay Scale: Central Pay Scale of Rs. 15600-39100 with Grade Pay of Rs. 6600(Pay Band-3).

Eligibility/experience: PCS/HCS or HPAS Officers.

Period of Deputation: Period of deputation shall ordinarily not exceed 3 years.

The Officer would be entitled to deputation allowance as per rules.

It is requested that the names of suitable officers who are willing to come on deputation may kindly be sent to this office by 05.11.2013 alongwith their ACRs for the last 5 years. While sending the panel, it may kindly be ensured that no departmental/disciplinary proceedings are pending/contemplated against the officers.

With regards,

Yours sincerely,

Dy. Director (Admn.)

Sh.P.K.Chaudhery, IAS
Chief Secretary,
Govt. of Haryana,
Civil Secretariat, Chandigarh



Annexure-A

RECRUITMENT RULES

(Recruitment Rules for the posts of Sr. Administrative Officers as approved by the Governing Body vide agenda item No.F.15 in its meeting held on 28.04.2012 and by the Institute Body vide Agenda Item No.15 in its meeting held on 28.04.2012).

1	Name of the Post	SENIOR ADMINISTRATIVE OFFICER
2	No. Of Posts	3 (1694)
3	Classification	Group -A
4	Pay Scale	Rs.15600-39100 with Grade Pay of Rs.6600/-
5	Method of Recruitment	Two posts of Sr. A.O. to be filled 100% by promotion failing which by deputation. One post of Senior Administrative Officer (Vigilance) to be filled 100% by deputation only
6	Age limit for Direct Recruits	N/A
7	Educational & Other qualifications	N/A
8	Whether benefit added years of service admissible under Rule 30 of the CCS (Pension) Rules 1972	N/A
9	In case of Recruitment by promotion	
10	Whether by seniority cum fitness or by merit and seniority or by merit and seniority or by merit and seniority	Seniority cum-Merit
11	Grades from which promotion to be made and eligibility	Administrative Officer with five years of regular service in the grade
12	Whether age & educational Qualifications prescribed for direct recruits will apply in the case of promotees	N/A
13	If a DPC exists what is its composition	YES
14	Normally the Committee is constituted for two years. However changes are affected in the eventuality of member leaving the committee or job retirement death etc	
15	In case of deputation grade & sources from which deputation to be made and period of deputation	FCS/HCS or HPAS Officers Period of deputation shall ordinarily not exceed three years
16	Period of operation	NIL

4

Handwritten signature/initials