

From

The Managing Director  
Haryana Medical Services Corporation Limited,  
Panchkula Haryana

To

- ✓ 1. Chief Secretary to Govt. of Haryana, Chandigarh
2. All Administrative Secretaries, Government of Haryana.
3. All Head of Departments, in the State of Haryana.
4. All Divisional Commissioners, in the State of Haryana.
5. All Managing Directors/Chief Administrator/Chief Executive Officer of all Board/ Corporations/Nigam/Agencies/Councils/Companies and other State Government undertaking in the State of Haryana.
6. Secretaries of all Statutory Entities, in the State of Haryana.
7. Registrars of all State Universities, in the State of Haryana.



Memo No.3/1-Admin/2025-26/157-306

Dated: 09/04/2025

**Subject:- Filling up various vacant posts in Haryana Medical Services Corporation Limited at Panchkula.**

Kindly refer to this office letter No. 3/1-Admin/2024-25/13015-164 dated 16.01.2025 on the subject cited above.

Haryana Medical Services Corporation Limited, a registered company under the provisions of the Companies Act, 2013 with the mandate to engage suitable technical, medical, legal, financial, engineers, professionals, consultants paramedical Staff and other employees/experts.

Following regular posts are to be filled up in head office of the Haryana Medical Services Corporation Limited at Panchkula on deputation basis initially for a period of one year as per details given below:-

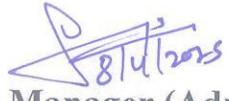
Sr. No.	Name of the Post	Qualification	Scale
1	General Manager (Two)	Senior Medical Officer/ Sr. Dental Surgeon of Haryana Govt. In addition, past experience in National Health Mission, State Health Authority will be highly desirable. Administrative experience of at least 3 years is mandatory.  OR  The officers having a degree in any field with at least 5 years of experience at the level of Deputy Director preferably having experience in procurement specification like Chartered Institute of Purchasing & Supply (CIPS) standards, work experience in supply chain and logistics management including warehouses, degree in accounting and business management etc.	Own Pay Scale
2	Deputy General Manager (Three)	Medical Officer/ Dental Surgeon/Ayurvedic Medical Officer of Haryana Govt. In addition, past experience in National Health Mission, State Health Authority will be highly desirable. Administrative experience of at least 3 years is mandatory.  OR  The officers having a degree in any field with at least 8 years of experience at the level of Assistant Director preferably having experience in procurement specification like Chartered Institute of Purchasing & Supply (CIPS) standards, work experience in supply chain and logistics management including warehouses, degree in accounting and business management etc.	Own Pay Scale

6/11/2025  
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3	Superintendent (One)	Already working on the post of Superintendent (Admin)	Own Pay Scale
4	Office Assistant (One)	Already working on the post of Assistant	Own Pay Scale
5	Computer Assistant- cum- Clerk (Two)	Already working on the post of Computer Assistant- cum- Clerk	Own Pay Scale

It is, therefore, requested to circulate this letter in all offices of your organization and forward the application of willing & eligible regular officers/officials along with bio-data in the format attached, along with summary of ACRs for the last 10 years by 08.05.2025. Kindly ensure that the names of the recommended officers/officials should not be under any kind of disciplinary proceeding under Rules 7 & 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and also free from any type of vigilance enquiry. It is also requested that only names of such Officers/officials be recommended who can be easily relieved by the concerned Department in case of his/her selection. If the application is not received through proper channel then their application will not be considered for interview.

This issues with the approval of Managing Director, Haryana Medical Services Corporation Limited.

  
**General Manager (Admin)**  
**For the Managing Director of HMSCL**

**CC:** General Manager (IT) HMSCL with a request to upload the letter and application on the HMSCL website.

**BIO-DATA FOR DEPUTATION IN  
HARYANA MEDICAL SERVICES CORPORATION LIMITED**

1.	Name of Applicant																													
2.	Post applied for																													
3.	a) Present post held (whether regular, add hoc or on deputation basis).	<div style="border: 1px solid black; padding: 2px;">Post:</div> <div style="border: 1px solid black; padding: 2px;">Place of Posting:</div> <div style="border: 1px solid black; padding: 2px;">Department</div>																												
4.	b) If presently on deputation please indicate designation of the post held in the parent office/cadre and scale of pay of that post along with the present basic pay in that grade.																													
5.	Present Pay Band and Grade Pay/FPL as applicable (also mention Basic Pay)																													
6.	Date of getting the parent pay scale on regular basis.																													
7.	Date of Birth																													
8.	Date of entry into Govt. Service																													
9.	Date of Retirement																													
10.	Office Address																													
11.	Applicant's Phone																													
12.	E-mail address																													
13.	Education Qualification:																													
14.	Position held since entry into service (in chronological order)																													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Designation &amp; Place of posting</th> <th style="width: 20%;">Scale of pay (pre-revised)</th> <th style="width: 15%;">From</th> <th style="width: 15%;">To</th> <th style="width: 25%;">Whether post held on regular or ad-hoc basis.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Designation & Place of posting	Scale of pay (pre-revised)	From	To	Whether post held on regular or ad-hoc basis.																				
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15.	<div style="border: 1px solid black; padding: 5px;"> Name and address, telephone number of concerned Administrative officer in the office of Directorate of Department/Organization </div>																													



16.	Describe the responsibilities of post held by you in your career.	1. Name of Post:	
		2.	
		3.	
17.	Whether you are comfortable to work on computer	MS Word	Yes/No
		MS Excel	Yes/No
		Power Point	Yes/No
18.	How do you think that you are most suitable for this post. (Please describe in 150 words.	(Attached separate sheet)	
19.	Please attach the copy Appreciation letters if received in your service career.		
20.	Any commendable achievements during Govt. Service.		
21.	Any Other		

Date:Signature of the Candidate

For Office Use Only

Particulars of the applicant verified and found correct. No disciplinary proceedings under Rules 7 & 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and not any type of vigilance enquiry is pending against the applicant. Therefore, application forwarded to MD, HMSCL for consideration.

Signature of HoD/Appointing Authority  
along with Stamp