



CHIEF EXECUTIVE OFFICER
AYUSHMAN BHARAT - HARYANA HEALTH PROTECTION AUTHORITY
Plot No. 152, Sector-12, Panchkula
Email: ayushmanbharatharyana@gmail.com, Telephone: 0172-4084464

Reminder-I

Memo No. AB/HHPA/HRY/2021/Admin/947

Dated 26/11/21

To

All Head of the Department in Haryana

Subject: Filling up the vacant posts of Administrative Officer and Personal Assistant in Ayushman Bharat-Haryana Health Protection Authority on deputation basis.

Reference to this office letter no.AB/HHPA/HRY/2021/Admin/810 dated 22.10.2021 on the subject noted above.

Wherein, I am directed to invite your intension on subject noted above and informed that one post of Administrative Officer and one post of Personal Assistant are sanctioned and lying vacant in the O/o Ayushman Bharat Haryana Health Protection Authority, Sector-12, Panchkula. It has been decided that due to heavy workload the above posts may be filled up on deputation basis from Oher Departments who have fullfil the following prescribed qualification and experience which is as under:-

Sr. No.	Name of Post	Number of post	Prescribed qualification
1	Administrative Officer	1	- Graduate in any stream. 3-4 years experience as on office secretary, preferably working with Government organization. - Good typing speed.
2	Personal Assistant	1	- Gradute in any stream with typing speed in Hindi 25 words per minute and English 30-35 words per minute. - Knowledge of short hand.

You are therefore again requested to send the bio-data of those Officer/Officials who qualifying the above criteria to this office for further necessary action within 15 days.

Ramesh Kumar
Superintendent

for Chief Executive Officer

Ayushman Bharat- Haryana Health Protection Authority

