



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)

Non-Faculty Section

Phone (दूरभाष): 0172-2755504, 5518

e-mail (ई मेल): ao.establishment1@gmail.com

F. 3001/EB-I(2)/PGI/CHD/--2021

Dated: 13.01.2022

To

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

17 JAN 2022

6048



Subject: - Filling up of three posts of Administrative Officer on deputation basis at PGIMER, Chandigarh.

The Institute proposes to fill up three 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."

The term of deputation will be for one year or till further orders, whichever is earlier, extendable to further period of time as per the need and requirement of the Institute in accordance with the standard terms & conditions of the Deputation as provided under Appendix 5 of the FR/SR Part-I.

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 preceding five 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 08.02.2022.

A copy of the advertisement notice and prescribed format is enclosed herewith.

Yours sincerely,

(Kumar Gaurav Dhawan, IRS)
Deputy Director (Admn.)
PGIMER, Chandigarh

Encl: As above.



CS (Busy)
18/1/22
RS/CS
18/1/22

SSSE

18.1.22

19/1/22

19/1/22

SEF

19/1/22

19/1/22

6048





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Date: 13.01.2022

NOTICE

It is proposed to fill up three 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."

The term of deputation will be for one year or till further orders, whichever is earlier, extendable to further period of time as per the need and requirement of the Institute in accordance with the standard terms & conditions of the Deputation as provided under Appendix 5 of the FR/SR Part-I.

The application duly filled by the applicant on the prescribed performa may be sent to the Director, PGIMER, Chandigarh through the Head of the Department/Institution/Organization by 08.02.2022 with their ACR/APARs for preceding five years. While forwarding such applications, it may be ensured that no departmental/disciplinary proceedings are pending/being contemplated against the officer and a certificate to this effect shall be furnished.

Incomplete applications and the applications received after due date will be summarily rejected. The Director, PGIMER reserves the right to increase/decrease the number of posts/withdraw the selection process at any stage without any reasons/claim thereto.

Wijit Singh
11/1/2022
DIRECTOR
PGIMER, Chandigarh

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 - 3 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 - 3 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 - 3 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