

From

The Managing Director
Haryana Medical Services Corporation Limited,
Panchkula Haryana

To

1. Chief Secretary to Government of Haryana, Main Civil Secretariat.
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.

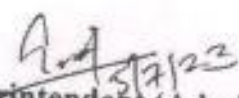
Memo No.3/1-Admin/2022-23/2649-2799 Dated: 5-7-23

Subject:- Filling up vacant posts of General Managers and Deputy General Managers Haryana Medical Services Corporation Limited at Panchkula.

Kindly refer to this office letter No. 3/1-Admin/2022-23/1556-1646 dated 24.04.2023 and No. 2037-2186 dated 01.06.2023 regarding Filling up vacant posts of General Managers and Deputy General Managers on deputation basis in Haryana Medical Services Corporation Limited at Panchkula.

It is again requested that the interested candidates send their application through proper channel in prescribed format by 31.07.2023 in Haryana Medical Services Corporation Limited, Bays No. 59-62, Sector-2, Panchkula.

The eligibility criteria and prescribed format of application is available on HMSCL website i.e. hmscl.org.in.


Superintendent (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.

Services-II Branch
Diary No 96146
Date 12/07/2023

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12/7/2023

65-II

From

The Managing Director
Haryana Medical Services Corporation Limited,
Panchkula Haryana

To

1. All Administrative Secretaries, Government of Haryana.
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Memo No.3/1-Admin/2022-23/

1556-1646

Dated:

24.4.23

Subject:- Filling up vacant posts of General Managers and Deputy General Managers Haryana Medical Services Corporation Limited at Panchkula.

Kindly refer to 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:-

Name of Post	No. of Posts	Qualifications	Scale
General Manager	2 (Two)	The officers having 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
Deputy General Manager	4 (Four)	The officers having 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

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, within 20 days from the date of issuance of this letter to the undersigned. 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

24/4/23

requested that only names of such employees be recommended who can be easily relieved by the concerned Department in case of his/her selection. Advance copy of application can be submitted by the interest candidates, however, NOC will be required from the parent department/organization for appearing in the interview for consideration and selection.

24/4/23
General Manager

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For the Managing Director of HMSCL

(3)

**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).	Post:		
		Place of Posting:		
		Department		
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)			
	Designation & Place of posting	Scale of pay (pre-revised)	From	To
				Whether post held on regular or ad-hoc basis.
15.	Name and address, telephone number of concerned Administrative officer in the office of Directorate of Department/Organization			

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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