

**POSTGRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH,  
CHANDIGARH**



**ESTABLISHMENT BRANCH-I**  
Ph. No.0172-2755504-2755510

F. 3001/Advt./AO/EI(2)/PGI/2018

Dated: 7/12/2018


**NOTICE**

It is proposed to fill up 01 post of Administrative Officer on deputation basis in the pay scale of Rs. 9300-34800 with Grade Pay of Rs. 5400 (pre-revised) further revised to level 9 as per 7<sup>th</sup> CPC at PGIMER, Chandigarh having following qualification/experience:

"Officers of the Central Govt, U.T. Administration, or Central Statutory Bodies holding analogous posts or with at least 3 years of experience in the post in the pay scale of Rs. 9300-34800 with grade pay of Rs. 4800 (pre-revised) further revised to level 8 as per 7<sup>th</sup> CPC or at least 5 years of experience in the post in the pay scale of Rs. 9300-34800 with grade pay of Rs. 4600 (pre-revised) further revised to level 7 as per 7<sup>th</sup> CPC or equivalent respectively and having degree and experience in administration and establishment matters and preferably in accounts matters. Officers possessing M.B.A or Postgraduate Diploma in Personnel Management shall be given preference." The period of deputation shall ordinarily not exceed three years.

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 **31.12.2018** along with their ACRs for the last five years and a certificate that no departmental/disciplinary proceedings are pending/being contemplated against the officer.

Incomplete applications and the applications received after due date will be summarily rejected.

  
4.12.  
DIRECTOR  
PGIMER, Chandigarh

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 नियोजक का नाम एवं पता Name and Address of the present employer	
7.	नियमित आधार पर नियुक्ति की तिथि (पे बैंड - 2 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 - 2 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 - 2 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