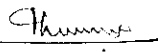


No 21/1 /2012-CS.I(S)  
Government of India  
Ministry of Personnel PG & Pensions  
Department of Personnel & Training  
2<sup>nd</sup> Floor, Lok Nayak Bhavan, Khan Market  
New Delhi-110 003, the 1<sup>st</sup> February, 2012.

**OFFICE MEMORANDUM**

**Subject: Filling up the post of Sr. Administrative Officer on deputation basis  
at Post Graduate Institute of Medical Education and Research  
(PGIMER), Chandigarh.**

The undersigned is directed to forward herewith a copy of PGIMER letter No. DDA/PGI/007/09/E/(2) dated 19.1.2012 inviting panel of suitable and willing officers who possess the required qualifications/experience for filling up the post of Sr. Administrative Officer on deputation basis in the Post Graduate Institute of Medical Education and Research (PGIMER), Chandigarh for information and necessary action.

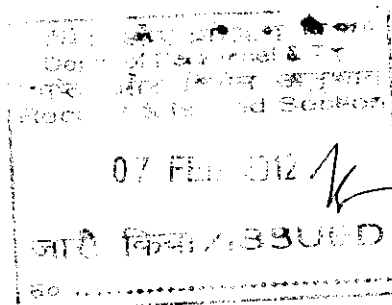
  
(K. Suresh Kumar)

Under Secretary to the Govt. of India  
Tel No. 24642705

To

All the Ministries/Departments of Government of India,  
(Director/DS/US (Admn/Estt)).

Copy to Shri Chetan P.S. Rao, IRS, Deputy Director(Admn), Post Graduate  
Institute of Medical Education and Research (PGIMER), Sector-12, Chandigarh –  
160012.



स्नातकोत्तर चिकित्सा शिक्षा एवम् अनुसंधान संस्थान, चण्डीगढ़  
POSTGRADUATE INSTITUTE OF MEDICAL EDUCATION AND  
RESEARCH, CHANDIGARH

CHETAN P.S. RAO, IRS  
Deputy Director (Admn.)

वैतन पीएस राव, आई.आर.एस.  
उप-निदेशक (प्रशासन)



Off : 0172-2748370  
0172-2755500-01  
Fax : 0172-2744401  
0172-2745078

संख्या /No. DDA/PGI/007/09/E/C2

दिनांक / Dated : 19-1-12

**Sub:- Filling up the post of Sr. Administrative Officer on deputation basis at PGIMER, Chandigarh.**

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Dear *madam*

The Institute proposes to fill up the post of Senior Administrative Officer in the pay scale of Rs.15600-39100 with grade Pay of Rs.6600 on deputation basis. It is therefore, requested that a panel of suitable officers who are willing for the job and possess the following qualifications/experience, may kindly be forwarded alongwith ACRs for the last five years and a certificate that no departmental/disciplinary proceedings are pending/being contemplated against these officers.

**"Officers of the Central, State Govt., U.T. Administration or Central Statutory Bodies/ Autonomous Bodies holding analogous posts on regular basis or at least 8 years of regular service in the Pay Scale of Rs.9300-34800 with Grade Pay of Rs.4600/- or 5 years of regular service in the Pay Scale of Rs.9300-34800/Rs.15600-39100 with Grade Pay of Rs.5400/- or equivalent and having experience in Administration & Establishment matters and also preferably in accounts. Officers having M.B.A. or Postgraduate Diploma in Personnel Management shall be given preference."**

OR  
**PCS/HCS Officers.**

The panel may kindly be sent latest by 22.02.2012.

With kind regards.

Yours sincerely,

(Chetan P.S. Rao, IRS)

Ms. Mamta Kundra,  
Joint Secretary,  
Deptt. of Personnel & Training,  
Room No.111, North Block,  
New Delhi.