

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



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

No.EI(2)-PGI-2015/F-007/10

Dated

NOTICE

Applications on plain paper from citizens of India are invited for one post of Administrative Officer on deputation basis in the pay scale of Rs. 9300-34800 with Grade Pay of Rs. 5400 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 posts in the pay scale of Rs. 9300-34800 with grade pay of Rs. 4800 or at least 5 years of experience in the posts in the pay scale of Rs. 9300-34800 with grade pay of Rs. 4600 or equivalent respectively and having degree and experience in administration and establishment matters and also 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 may be sent to the Director, PGIMER, Chandigarh through the Head of the Department/Institution/Organization by **10.10.2015** 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.

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DIRECTOR