

I/55647/2020

Government of Punjab
Department of General Administration
(Establishment-4 Branch)

28/07/2020
 #ApprovedDate#

To

✓ All Central Ministries/Departments in New Delhi.
 (For Circulation List attached)

All the Additional Chief Secretaries, Principal Secretaries, Financial Commissioners, Secretaries to Govt. of Punjab, Heads of All Departments, Managing Directors of all the Boards and Corporations and Deputy Commissioners in the State of Punjab.

Subject: Filling up of the one post of Deputy Secretary and one post of Under Secretary by Transfer/on Deputation basis in the office of Resident Commissioner, Punjab Bhawan, Copernicus Marg, New Delhi.

Sir/Madam,

I am directed to refer to the subject noted above and to say that Government of Punjab intends to fill up **one post of Deputy Secretary** in the scale of 15600-39100 + 7600 grade pay **and one post of Under Secretary** in the scale of 15600-39100 + 6600 grade pay in Punjab Bhawan, New Delhi **by Transfer/ on Deputation basis** from the among the officers holding analogous post in various Departments/Boards/ Corporations/ Public Sector Undertakings. Provision for appointment in the concerned Service Rules is as under:-

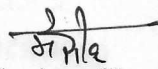
"5. *Method of appointment, qualification and experience- (1)*
Appointment to the post in the Service shall be made in the manner specified in Appendix 'B'.

Provided that if no suitable candidate is available for appointment to the Service by promotion, then appointment to the Service shall be made by transfer of a person holding analogous post under the State Government or Government of India;

Provided further that if no suitable candidate is available for appointment to the Service by transfer also, then appointment to the Service shall be made by deputation of a person holding analogous post in any Board or Corporation or Public Sector Undertaking.."

2. As per provision of the Rules of Punjab Bhawan, candidates applying for the post in Punjab Bhawan must have cleared probation period in the parent department.

3. Interested persons holding **analogous post** on regular basis may apply through proper channel in the enclosed format to this office. These applications along with enclosed format may reach this office i.e Establishment-4 branch, Department of General Administration, 6th Floor, Punjab Civil Secretariat, Sector-1, Chandigarh by 28/09/2020. Applications received after this date i.e. 28/09/2020 will not be entertained at any cost.


 Sanjeev Sharma
 Superintendent



PERFORMA

Application for the post of Deputy Secretary/Under Secretary in Punjab
Bhawan, New Delhi.

1. Name & address (in Block letter)
2. Date of Birth (in Christian area)
3. Date of retirement under
Central Govt./State Govt. rules
4. Educational Qualifications
(concerned copies be attached along with verification report)
5. Please indicate the following:
Particulars of the present post held
 - a) Department/office
 - b) Present post held with date
 - c) Whether regular/ad-hoc
 - d) Scale of pay
 - e) Present Basic pay
 - f) Experience specific to the post applied for
 - g) Probation period cleared or not
6. Details of previous employments (in chronological order)

Name of the office where employed	Post held & service/cadre to which belongs	From	To	Scale of pay	Nature of duties
1	2	3	4	5	6

(Note-Use separate sheet, if necessary)

7. Additional information, if any,
you would like to mention in support of
your suitability for the post.

(Signature of the candidate)

Tele No. _____

Address _____

(To be filled by at the time of forwarding the application)

1. Certified that the particulars furnished by the applicant have been checked and found correct.
2. Certified that no disciplinary case is either pending or contemplate against the officer
3. List of major/Minor penalties awarded, if any, during the last 10 years.
4. Integrity Certificate enclosed.
5. In the events of this selection, he will be relived from his present duties immediately.

Signature _____

Name & Designation of the Officer
(with seal)