

MOST URGENT/
OUT AT ONCE

GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160 030 Ph. No. 0172-2665253-60, Fax No. 0172-2609360

(ESTABLISHMENT BRANCH-I)

Endst. No. GMCH/1EA1/2K21/ 35777

Dated: 29 SEP 2021

✓ A copy of letter No. 11242/EI(I)/PGI/2021 dated 16.09.2021 received from the Deputy Director (Admn.), PGIMER, Chandigarh alongwith enclosures is forwarded the System Analyst, IT Centre, GMCH-32, Chandigarh with a request to E-circulate the said letter to all the HOD's, GMCH-32, Chandigarh on their respective E-mail IDs.

Jeem 29/9/2021
Superintendent (Estt.-I)
GMCH-32, Chandigarh

कुमार गौरव धवन, आईआरएस

उप-निदेशक (प्रशासन)

Kumar Gaurav Dhawan, IRS
Deputy Director (Admn.)



दूरभाष / Ph. (O) : 0172-2748370
फैक्स / Fax : 0172-2755500-01
0172-2744401
ईमेल / Email : ddapgi@gmail.com

434540
22 SEP 2021

To

संख्या / No. 11242/EIC(I)/P41/2021

दिनांक / Dated 16/9/2021

1. Vice Chancellors of Indian Universities.
2. Directors of Centre/Institutions of Medical Education and Medical Research.
3. Members of the Institute Body, PGIMER, Chandigarh.
4. Principals of All Medical Colleges in India.

Subject: Nominations for the post of Director at the Postgraduate Institute of Medical Education and Research, Chandigarh.

Sir,

The post of Director of the Postgraduate Institute of Medical Education and Research, Chandigarh shall fall vacant w.e.f. 01.11.2021 on completion of term of the present Director. As per the past practice, names of suitable candidates are invited from the medical faculties of Universities, Directors of Centres of Medical Education and Research and Principals of all Medical Colleges in the country. Accordingly, you are being requested to help us in finding suitable candidate to fill the post of Director of PGIMER, Chandigarh.

As you are aware, the PGIMER, Chandigarh is an Institute of National Importance established under an Act of Parliament. It has been charged with the following responsibilities:-

- (a) To develop patterns of teaching in under-graduate and postgraduate medical education in all its branches so as to demonstrate a high standard of medical education.
- (b) To bring together, as far as may be in one place educational facilities of the highest order for the training of personnel in all important branches of health activity; and
- (c) To attain self-sufficiency in postgraduate medical education to meet the country's needs for specialists and medical teachers.

The Institute activities include an extensive programme of postgraduate medical education involving the training of specialists in general and super-specialty areas in all disciplines of medical sciences-basic, para-clinical and

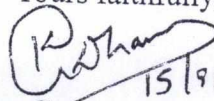
...for this purpose, it has established a large teaching hospital and teaching and research laboratories on the main campus of the Institute. Research in basic, clinical and field aspects is actively pursued.

The Institute, would require a person who has, in addition to high attainments in the medical profession, administrative ability and qualities of leadership to give direction to such a large and complex Institution dealing with postgraduate medical education, medical research and health care. The statement showing the prescribed qualifications, the scale of pay and term of service with regard to this post is attached as **Annexure-I**.

I shall be grateful if you could kindly suggest name(s) of suitable person(s) who may or may not be working under you but who in your opinion is/are suitable for the post. Your nomination(s) along with recommendations and particulars of the nominee(s) in the format attached as **Annexure-II** may be forwarded to the undersigned. It is also informed that this is not meant to serve as an application form to be filled in by the candidate but is intended to provide the Selection Committee with information about the candidate to assist the Selection Committee in making a proper choice. The proforma gives an idea of the qualities and particulars of the candidates which will be considered by the Selection Committee. Any additional information which can be provided along with the proforma will be of considerable help to the Committee. It will be appreciated if your reply and **nominations are sent to the undersigned confidentially**, as early as possible, but not later than the 15.10.2021.

Encl: As above

Yours faithfully,


15/9/2021
(Kumar Gaurav Dhawan), IRS
Deputy Director (Admn.)

(Under Rule 7(5) read with Regulation 32)

**RECRUITMENT RULES FOR THE POST OF DIRECTOR OF PGIMER,
CHANDIGARH**

Sr.No.	Name of the Post	Director
1.	Classification	'A'
2.	Scale of Pay	Rs.80,000/ fixed + NPA (Maximum ceiling including NPA to be restricted to Rs.85,000)
3.	Whether Selection Posts or non Selection posts in case of promotion	Not applicable
4.	Method of Recruitment whether by Direct/Promotion/ or deputation/ transfer and percentage of the vacancies to be filled by various methods	Direct Recruitment
5.	Age Limit for Direct Recruits	Not exceeding 60 years. Relaxable for Government servants or retired Government servants/serving/ retired persons from Autonomous Institutions/ Statutory Institutions of State or Central Government or exceptionally qualified candidates.
6.	Educational and other Qualifications for Direct Recruits	<p>Essential:</p> <p>i. *A medical qualification included in the first or second schedule or Part-II of the third schedule to the Indian Medical Council Act of 1956 (persons possessing qualifications included in Part-II of third schedule should also fulfil the conditions specified in sub-section (3) of Section 13 of the Act.)</p> <p>ii. A recognised Postgraduate qualification under broad head of Medical Sciences including its specialities.</p> <p>iii. The candidate must be registered with the State Medical Council/MCI</p> <p>* For PGI Chandigarh as per amendment vide PGI Act Notification dated 15th June, 1984 with the approval of GOI, on page 25 of PGI Act on page 32, under qualification for appointment: 'Age, experience and other qualifications for appointment to a post shall be specified by the Institute keeping in view the qualifications and experience prescribed by the Central Government for similar posts before applications of candidates are called for subject to the condition that non-medical personnel shall not be appointed to the posts of Director and Medical Superintendent'</p> <p>Experience:</p> <p>a. Teaching and/ or research experience of not less than fourteen years.</p> <p>b. 25 years standing in the profession including 5 years as Professor.</p> <p>c. Extensive practical and administrative experience in the field of Medical care, Medical Research, Medical Education or Public Health Organisation and experience of running important scientific/ educational Institution either as its Head or as Head of the department or Head of Unit (qualifications relaxable at the discretion of the Government in case of candidate otherwise well qualified). There will be a probationary period of one year. At the time of completion of Directorship he/she can go back to the department as Professor till superannuation.</p> <p>Desirable:</p> <p>Administrative experience of over seven years in a responsible capacity.</p>
7.	Tenure of Service	Director shall hold office for a term of 5 years from the date on which he/she enters upon this office or until he/she attains the age of sixty five years (65) whichever is earlier.
8.	Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension Rules, 1972)	Yes
9.	Whether age, educational qualification prescribed for direct recruitments will apply in case of promotees.	Not applicable
10.	Period of Probation	Tenure five years inclusive of one year probation
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made	Not applicable
12.	Remarks	Central Pay Scale

(Approved by the Governing Body vide Agenda Item No.28 and Institute Body vide Agenda Item No.15, PGIMER, Chandigarh in their meetings held on 06.08.2016)

POSTGRADUATE INSTITUTE OF MEDICAL EDUCATION AND RESEARCH,
CHANDIGARH



PROFORMA

PARTICULARS OF APPLICANT FOR THE POST OF
DIRECTOR, PGIMER, CHANDIGARH

1. Name	:	_____	Affix your latest passport size color photograph
2. Father's Name	:	_____	
	:	_____	
3. Mother's Name	:	_____	
4. (a) Date of Birth	:	() () () (Day) (Month) (Year)	
(b) Age (as on 31.10.2021)	:	() () () (Yrs.) (Months) (Days)	
(c) Sex	:	(Male/Female)	
5. Address:			
(a) Correspondence:		_____	

		PIN: _____	
		Tel. No. _____ Mobile No. _____	
		Email ID: _____	
(b) Permanent:		_____	

		PIN: _____	
		Tel. No. _____ Mobile No. _____	
		Email ID: _____	
6. Nationality	:	_____	

7. Employment Details:

- (a) In-service/Superannuated _____
 (b) Name of the Employer _____
 (c) Designation & grade (in service) _____
 Number of years in the grade _____
 (d) Designation & grade last held _____
 (if superannuated) _____
 (e) Number of years in the last grade _____
 (Documentary support to be provided)
 (f) Whether regular/adhoc/deputation _____

8. Academic Qualifications:

(a)	Graduation	Year of Passing	No. of attempts	College/University from which graduated
(b)	Post Graduation	Year of Passing	No. of attempts	College/University from which graduated

9. Field(s) of specialization: _____

10. Experience:

(i) Before Post-Graduation

Sr. No.	Name of Office/ Organization where employed with address	Post held and service/cadre to which it belongs	From	To	Total period	Scale of pay/pay Band with grade pay (Level in the pay matrix)	Nature of duties in brief in the following fields:- a) Teaching b) Research c) Administration (Administrative/ Vigilance/ Financial) d) Others

Please attach additional sheet, if required.

(ii) After Post-Graduation

Sr. No.	Name of Office/ Organization where employed with address	Post held and service/cadre to which it belongs	From	To	Total period	Scale of pay/pay Band with grade pay (Level in the pay matrix)	Nature of duties in brief in the following fields:- a) Teaching b) Research c) *Administration (Administrative/Vigilance/Financial) d) Others
Please attach additional sheet, if required.							

* Details of experience in administration in the following categories:-

Sr. No.	Designation	Particulars of Organization	From	To	Total period
1	Head of Institute				
2	Deputy Director				
3	Dean/Associate Dean/Sub-Dean				
4	Medical Superintendent				
5	Head of Department				
6	Professor In-charge & Wardenship etc.				
7	Member of Academic Council/Senate/ Executive Council/BoG				
8	Head of Clinical Department				
9	Head of Unit				
10	Other experience similar to above				

11. Scholarly achievements:

Sr. No.	Details of:																					
(i)	Books authored/edited/reviewed																					
(ii)	Research papers	<table border="1"> <tr> <th colspan="4">Number of Papers</th></tr> <tr> <th></th><th colspan="2">Published</th><th>Accepted for publication</th></tr> <tr> <th></th><th>Indexed</th><th>Non Indexed</th><th>Presented at Conference</th></tr> <tr> <td>National</td><td></td><td></td><td></td></tr> <tr> <td>International</td><td></td><td></td><td></td></tr> </table>	Number of Papers					Published		Accepted for publication		Indexed	Non Indexed	Presented at Conference	National				International			
Number of Papers																						
	Published		Accepted for publication																			
	Indexed	Non Indexed	Presented at Conference																			
National																						
International																						
(iii)	Prizes, medals & National/International honors awards etc.																					
(iv)	Scholarship & Fellowship for outstanding work/ Membership of National and International Scientific Societies, academics etc.																					
(v)	Patents																					
(vi)	Extra-curricular activities such as medico-social work, journalistic or other literary activities in relation to medical subjects etc.																					

12. Particulars of the conduct of the applicant :-

(a)	<p>Whether any penalty/punishment was awarded to the applicant during his/her service:</p> <p>If yes, the details thereof:</p> <p>i) Civil/Criminal</p> <p>ii) Departmental Inquiry</p>	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
(b)	<p>Whether any Civil or Criminal action or inquiry is going on against the applicant as far as his/her knowledge goes.</p> <p>If yes, the details thereof:</p> <p>i) Civil/Criminal</p> <p>ii) Departmental Inquiry</p>	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			

13. Gist of ACR(s) / APAR(s) of last 10 years:

Year	Reporting Authority	Reviewing Authority	Accepting Authority	Grading
2020-21				
2019-20				
2018-19				
2017-18				
2016-17				
2015-16				
2014-15				
2013-14				
2012-13				
2011-12				

14. Achievements in the Career which :
may support your candidature.
(Submit in brief maximum to 500 words
in a separate sheet as an annexure to this
proforma)

15. A brief write-up as to how you plan to:
take PGIMER, Chandigarh forward
as its Director.
(Submit in brief maximum to 500 words
in a separate sheet as an annexure to this
proforma)

DECLARATION

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete OR ineligibility being detected at any time before OR after Selection/ Interview, my candidature is liable to be rejected.

Date:

Place:

Name & Signature of the applicant

Encls :-

- Check list (**Annexure-I**)
- Certificate to be furnished by the employer/head of office/forwarding authority (**Annexure-II**)

Annexure-I

CHECK LIST OF ENCLOSURES TO BE ENCLOSED ALONG WITH PROFORMA		
Sr. No.	Particulars of the documents	Total No. of Pages
01	Prescribed Proforma (duly filed & signed)	
02	D.O.B. Proof (as per Matriculation Certificate)	
03	Copy of Gazette Notification (in case of change of name, if any)	
04	All academic vitae certificates (as detailed at Sr. No. 08 of the proforma)	
05	Proof of experience (as detailed at Sr. No. 10 of the proforma)	
06	Forwarding of application by the present employer (as per Annexure-II of the prescribed proforma)	
07	Annexure w.r.t. Sr. No. 14 of the prescribed proforma	
08	Annexure w.r.t. Sr. No. 15 of the prescribed proforma	
09	Any other documents, (if any)	

Annexure-II

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF
OFFICE/FORWARDING AUTHORITY**

1. Certified that the particulars furnished by Shri/Smt./Kum..... are correct and he/she possesses educational qualifications and experience mentioned in Annexure-11.
2. It is also certified that there is no Vigilance/Disciplinary case either pending or being contemplated against him/her.
3. His/her Integrity is certified.
4. No major or minor penalty has been imposed on Shri/Smt./Kum..... during the last 10 years period.
5. The up-to-date attested Photostat copies of ACR/APARs for the last 05 years (Each Photostat copy of ACR/APAR should be attested) in respect of Shri/Smt./Kum..... is enclosed herewith.

Signature:

Name, designation of the forwarding
Officer with seal & Telephone No.
Mobile No.
Email ID:

Place:

Date: