Atal Medical & Research University, H.P.

(A State University)

(SLBS Govt. Medical College & Hospital Campus, Ner Chowk, Mandi, H.P.)
Website:- amruhp.ac.in, Email: regmedicaluniv.mandi@gmail.com, Phone No. 01905-243962

No. AMRU/Rectt./Secondment/2022/-3944-4188 **Dated:-22-04-2022**

Advertisement for filling-up the following posts on Secondment basis

The Atal Medical & Research University, H.P., Mandi at Nerchowk invites applications from qualified and experienced officers/officials of State Govt. Departments or Central/State Govt. Universities or Institutions of Higher Education or Autonomous Bodies / Boards/ Corporations etc. for the posts on Secondment basis initially for a period of one year extendable upto 3 years or absorbed or till the posts are filled up on regular basis, whichever is earlier.

Sr. No.	Category of Posts	Scale	No. of posts	Mode of recruitment
01.	Private Secretary	Rs.15600-39100+5400 GP	01	On Secondment basis
02.	Assistant Registrar	Rs.15600-39100+5400 GP	01	On Secondment basis
03.	Section Officer	Rs.15600-39100+5400 GP	01	On Secondment basis
04.	Superintendent Gr.-II	Rs. 10300-34800+4800 GP	02	On Secondment basis
05.	PA to Vice-Chancellor	Rs.10300-34800+4800GP	01	On Secondment basis
06.	PA to Registrar	Rs.10300-34800+4800GP	01	On Secondment basis
07	Senior Assistant	Rs. 10300-34800+4400GP	04	On Secondment basis
08.	Jr. Scale Stenographer	Rs. 5910-20200+ 3600 GP	01	On Secondment basis

An eminent & eligible employee working on the analogous post may apply in the prescribed application format available on the official website of the University i.e. (amruhp.ac.in). The University reserves the right not to fill up the above vacancies without assigning any reason. Hard copy of application on the prescribed proforma, through proper channel, must reach in the **O/o Registrar, Atal Medical & Research University, H.P., Mandi at Nerchowk, SLBS Govt. Medical College & Hospital campus, Nerchowk, Mandi, H.P., Pin-175008** within 30 days from the date of issue of this advertisement. An advance copy may be sent before the last date. University will not be responsible for any postal delay.

Sd/-

Registrar
Atal Medical & Research University,
H.P. at Nerchowk, Mandi-175008

Endst. No. & Date :- As above
Copy forwarded for information and necessary action please:

1. The Secretary (Health) to the Govt. of Himachal Pradesh.
2. All Heads of the Departments of the Himachal Pradesh.
3. The Director, IPR, Shimla.
4. The Director, Medical Education & Research Himachal Pradesh.

5. All the Managing Directors/Secretaries/ Registrar, Public Sector Undertaking / Board / Corporation / Universities in the Himachal Pradesh.
6. All the Deputy Commissioners in Himachal Pradesh.
7. The Finance Officer/Controller of Examinations, AMRU, H.P., Nerchowk.
8. The PA to Hon'ble Vice- Chancellor /PA to Registrar, AMRU, H.P. Nerchowk.
11. The Web-Incharge, AMRU is requested to upload and make available the above advertisement on the University website.
12. Guard File/Notice Board of the University.

Sd/-

Registrar

Atal Medical & Research University,
H.P. at Nerchowk, Mandi-175008

General Instructions

1. All posts are tenable at Mandi at Nerchowk, Himachal Pradesh.
2. Post listed of the advertisement will be on tenure basis for one year initially.
3. The maximum age limit for appointment shall not exceed 55 years as on the closing date of receipt of application.
4. Application must clearly fill the name of post against which he/she has applied in the form clearly. The last date for submission of duly completed application along with attested copy of certificates in the University is within 30 days from the date of issue of this advertisement; thereafter no application will be entertained.
5. University reserves the right to fill up the posts, not to fill up the posts or cancel the advertisement in whole or partly without assigning any reason.
6. Incomplete applications/without relevant supporting enclosures application not on prescribed form will be out rightly rejected. University will not be responsible for any postal delay.
7. The candidates fulfilling the laid down eligibility criteria may submit their application on the prescribed application form along with testimonial and latest passport size photo to **The Registrar, Atal Medical & Research University, H.P., Camp office at SLBS Govt. Medical College & Hospital campus, Nerchowk, Mandi, H.P., Pin-175008** within 30 days from the date of issue of this advertisement along –with (a) photocopies of annual confidential reports of the candidate concerned for the last five years; (b) vigilance clearance report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the Officer/Official concerned; (c) statement showing the minor/major penalties imposed, if any and (d) integrity certificate. The envelop should be super scribed as "Application for the post of ……). The application received after the due date shall not be considered.
8. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, PSU,s etc. should route their applications through proper channel.
9. The prescribed application forms can be downloaded from the website of University : - (amruhp.ac.in).

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APPLICATION FORM

(On Secondment Basis)

(Note:- Please go through instructions given in the website (amruhp.ac.in) in carefully before filling-up the Application Form)

Affix here a recent Passport size

Advt. No. …….. Dated ……

Post applied for …….....

SECTION- A:- GENERAL

1. Name in full (In Block Letters) Dr./Mr./Mrs./Ms. …….
2. Date of Birth …….. (in words)……
3. Father's/Spouse Name…….....
4. Mailing Address ……..

   ……..

   ……..

   Mobile No…….. E-Mail ID…….
5. Permanent Address ……..

   ……..

   ……..

   ……..
6. Marital Status ……
7. Nationality ……
8. State of Domicile ……..
9. Post on which working …….
10. Present Employer …….

    ……..

SECTION B:-

1. **Educational Qualifications (**Starting with highest degree obtained) :

Sr. No.	Examination/ Degree	Name of Board/ College / University	Percentage of Marks/Final Grade	Subject(s)	Year of Passing

(Please attach photocopies in support)

2. **Details of Employement Experience** : (In chronological order starting with the most recent) (Attach separate sheet if necessary)

Sr. No.	Employer	Post held	Regular/ Contract / Adhoc	Pay Scale/Pay band with GP	Basic Pay	Period of Employment	
						From	To

Important/unique contribution(s) at work, if any …….....

……..……..…

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3. **List of Enclosures:-**

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4. **DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby declare that the information given by me in the application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

Date :-

Place :- **(Signature of the Applicant)**

Note :- Unsigned application is liable to rejection.

5. **Forwarding letter from present employer of the applicant** (in case of in-service candidates, the application must be endorsed/forwarded by the Head of the Department/Employer. However an advance copy may be sent directly to the Registrar, Atal Medical & Research University, H.P. Camp office SLBS Govt. Medical College & Hospital campus, Nerchowk, Mandi).

Forwarded with the remarks that Shri/Ms. …….is working in this organization in the capacity as …….. from……to…….

and the institution/organization has no objection to the candidature of the applicant being considered for the post applied for as above. It is certified that no disciplinary/vigilance case is contemplated or is pending against the said applicant.

Signature of Head of the Institution Name :-_____

Designation :- _____

Address:- _____

Stamp :-