

ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਕੂਲ ਐਜੂਕੇਸ਼ਨ (ਸੈਕੰਡਰੀ), ਪੰਜਾਬ
ਐਟ ਪੰ.ਸ.ਸਿੱ.ਬੋਰਡ ਕੰਪਲੈਕਸ, ਫੇਜ਼-VIII, ਐਸ.ਏ.ਐਸ. ਨਗਰ।
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

(email. dpise.coordination@punjabeducation.gov.in)

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ ਅਤੇ ਐਸਿ), ਪੰਜਾਬ।

ਮੀਮੇ ਨੰ. 172509/DPISE-Cord/2021/11/2025305360

ਮਿਤੀ: 16-10-2025

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

ਹਵਾਲਾ: ਪੰਜਾਬ ਸਰਕਾਰ, ਆਮ ਰਾਜ ਪ੍ਰਬੰਧ ਵਿਭਾਗ (ਅਮਲਾ-4 ਸ਼ਾਖਾ) ਦਾ ਪੱਤਰ ਨੰ. GAD-EST40MPB/18/2025-5E4/1205352 ਮਿਤੀ 19.09.2025.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਨੱਥੀ: ਉਕਤ ਅਨੁਸਾਰ

ਸੁਪਰਡੰਟ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

ਪਿ.ਅੰ.ਨੰ: ਉਕਤ/2025305361-363

ਮਿਤੀ 16-10-2025

ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਡੀ.ਜੀ.ਐਸ.ਈ., ਪੰਜਾਬ।
2. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਡੀ.ਐਸ.ਈ. (ਸੈਕੰਡਰੀ/ਐਲੀਮੈਂਟਰੀ), ਪੰਜਾਬ।
3. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ., ਪੰਜਾਬ।

ਸੁਪਰਡੰਟ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

File No. GAD-EST40MPB/18/2025-5E4/

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

19-09-2025

73 (2) To

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, one post of General Manager and one post of Private 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 Pay level of Level- 23 (83600-203100), one post of General Manager in the Pay level of Level- 18 (56100-177500) and one post of Private Secretary in the Pay level of Level- 16 (48700-154300) as per 6th Punjab Pay Commission 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 09.10.2025. Applications received after this date i.e. 09.10.2025 will not be entertained at any cost.

O/c Baljinder Kaur
Superintendent 9/10/25

PERFORMA

**Application for the post of Deputy Secretary/ General Manager/ Private Secretary in
Punjab Bhawan, New Delhi.**

1. Name & address (in Block letters) _____

2. Date of Birth (in Christian era) _____

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) Pay Level _____

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)

Mob. 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
Office (with seal)