



PUNJAB HEALTH SYSTEMS CORPORATION
Pb.School Education Board, Sikhya Bhawan
Phase-8 Sahibjada Ajit Singh Nagar
E-Block , 2nd and 3rd Floor

Phone: 0172-2232245, 2232246, Tele-Fax: 0172 - 2232247
Visit us at: www.phsc.punjab.gov.in: E-mail: phscadm@gmail.com

APPOINTMENT

No. PHSC/Admn/2024/ 666

Dated.....11/03/24

An interview has been scheduled to be held on 28.03.2024 at 10 A.M. in the Committee Room O/o Managing Director, PHSC, Punjab School Education Board Building, E-Block, Second Floor, Phase-8, SAS Nagar for the below mentioned post on **contract basis.**

Sr. No.	Post	Qualification	Age	Tenure	Salary
1	OSD (Legal) (1 Post)	<ul style="list-style-type: none">• Graduation Degree in Law from recognized University.• Preference in experience as Law Officer in Government / Addl. District Judge / District Judge.	Up to 64 Years.	One year	Rs. 60,000/-

- The application form/terms & conditions may be downloaded from the website of PHSC i.e. www.phsc.punjab.gov.in.
- Form duly filled, signed and scanned be submitted by **25.03.2024** on the email on osdrecruitment22@gmail.com.
- No separate interview letters will be sent.

The selected incumbent would be responsible for handling the litigation of Punjab Health Systems Corporation, SAS Nagar.

Assistant Director(Admn)

11/3/2024
KH

Terms and Conditions:

1. The appointment will be purely on **contract basis** on a consolidated remuneration.
2. The offer of appointment shall initially be upto one year from the date of issue of appointment letter.
3. The contract period would be extendable depending on factors like workload, work requirement, requirement of the post, work and conduct of employee or desirability of continuing the post in the Department etc.
4. TA/DA for official duties will be permissible as per rules of PHSC .
5. Leave will be permissible as per rules of PHSC.
6. EPF will be applied as per PHSC rules.
7. The contract will not be extended after the age of 65 years.
8. If any information/declaration/documents furnished to the Department is found to be false or incorrect at any point of time, the services of the employee/ official will be liable to be terminated.
9. In case the employee intends to resign from the post, he/she will have to give one month resignation notice in advance or deposit one month salary with the department in lieu of one month notice or salary for period by which it falls short of one month.
10. Terms and conditions of appointment are liable to be changed as per directions issued by Department from time to time.
11. The services may be dispensed by either side by giving one month notice during the currency of the contract period. However for reasons like gross indiscipline, unauthorized absence/leave from duty, misconduct inefficiency in work as per Appraisal system, or otherwise the services of employees shall be liable for termination immediately.