

PT. DEEN DAYAL UPADHAYAYA UNIVERSITY OF HEALTH SCIENCES,
KUTAIL, KARNAL.

From

The Registrar,
Pt. Deen Dayal Upadhayaya University of Health Sciences,
Kutail, Karnal.

To

1. All Administrative Secretaries, Government of Haryana.
2. All Administrative Secretaries of Health and Medical Education in the State of Haryana.
3. All Head of Departments, in the State of Haryana.
4. All Divisional commissioners, in the State of Haryana.
5. All Managing Directors/Chief Administrator/Chief Executive Officer of all Board/Corporations/Nigam/Agencies/Councils/companies and other State Government Undertakings in the State of Haryana.
6. Secretaries of all Statutory Entities, in the State of Haryana.
7. Registrars of all State Universities, in the State of Haryana.

Memo No.DDUUHS/Rec./2026/ Dep.-01/1378-1384 Dated 22/06/2026

Subject:-Filling up various vacant posts in Pt. Deen Dayal Upadhayaya University of Health Sciences, Kutail, Karnal.

Kindly refer to subject cited above.

It is intimated that, the all previous advertisements to fill up the various posts on deputation are hereby withdrawn and the following regular posts are proposed to be filled up for various offices/branches of Pt. DDU, UHS, Kutail, Karnal on deputation basis initially for a 01 year and extendable upto 03 years as per detail given below:-

Sr. No.	Name of Post	No. of Posts	Pay Scale	Eligibility/ Qualification
1	Private Secretary	01	Own pay scale	Persons working on same/analogous posts
2	Jr. Programmer	01		
3	Junior Engineer (Mech.)	01		
4.	Clerk	11		
5.	Store Keeper	02		
6.	Librarian	01		
7.	Assistant Librarian	01		
8.	Warden Female	02		
9.	Driver	02		

1. You are therefore requested to circulate these letter in all offices of your organization and forward the application of willing and eligible regular officers/officials through proper channel along with bio-data in the format attached, along with summary of ACRs for the five years, upto 21.07.2026 at postal address the Registrar, Pt. Deen Dayal Upadhayaya University of Health Sciences, Kutail, Karnal or at e-mail pt.dduuhskarnal@gmail.com.

PT. DEEN DAYAL UPADHAYAYA UNIVERSITY OF HEALTH SCIENCES,
KUTAIL, KARNAL.

2. The University Authority has the rights to increase or decrease number of posts/ withdrawn of advertisement of any or all posts at any stage of selection process.
3. Kindly ensure that the names of recommended officers/officials should not be under any kind of disciplinary proceeding under Rules 7 & 8 of the Haryana Civil Services (Punishment & appeal) Rules-2016 and also free from any type of vigilance enquiry. It is also requested that names of only such employees be recommended who can be easily relieved by the concerned Department/Organization in case of his/her selection. NOC will be required from the parent department/organization for appearing in the interview for consideration and selection.


Registrar,
Pt. Deen Dayal Upadhyaya University of Health Sciences,
Kutail, Karnal. e

Endst. No. DDUUHS/Rec./2026/ Dep.-01/ 1385-1387

Dated: 22/06/2026

A copy of the above is forwarded to the followings with request to kindly upload this circular on official website for wide publicity, please:-

1. W/Chief Secretary to Government of Haryana, Chandigarh.
2. W/Additional Chief Secretary to Govt. of Haryana, Medical Education & Research Department, Chandigarh.
3. The Director, Medical Education & Research Department, Haryana, Panchkula.


Registrar,
Pt. Deen Dayal Upadhyaya University of Health Sciences,
Kutail, Karnal. e

Bio-Data for Deputation in Pt. DDU, University of Health Sciences, Kuttail, Karnal.

1.	Name of Applicant				
2.	Post applied for				
3.	a) Present post held (whether regular or on deputation basis)	Post: Placed of Posting: Department:			
4.	b) If presently on deputation, please indicate designation of the post held in the parent office/cadre and scale of pay of that post along with the present basic pay in that grade.				
5.	Present Pay Band and Grade Pay/FPL as applicable(also mention Basic Pay)				
6.	Date of getting the parent pay scale on regular basis.				
7.	Date of Birth				
8.	Date of entry into Govt. Service				
9.	Date of Retirement				
10.	Office Address				
11.	Applicants Phone				
12.	E-Mail Address				
13.	Educational Qualification				
	i.	vi.			
	ii.	viii.			
	iii.	viii.			
	iv.	ix.			
14.	Position held since entry into service (in chronological order)				
	Designation & Place of Posting	Scale of Pay (pre- revised)	From	To	Whether post held on regular or ad-hoc Basis
15.	Name and address, telephone number of concerned Administrative officer in the office of Directorate of Department/ Organization.				
16.	Describe the responsibilities of post held by you in your career.				1. 2. 3. 4.

17.	Whether you are comfortable to work on computer.	MS Word	Yes/No
		MS Excel	Yes/No
		Power Point	Yes/No
18.	How do you think that you are the most suitable for this post (please describe in 150 words)	(Attached Separate sheet)	
19.	Please attach the copy of Appreciation letter if received in your service career.		
20.	Any commendable achievements during Govt. Service.		
21.	Any other information about the applicant		

Date:

Signature of Candidate

For office Use Only

This office has no objection if applicant (Name)..... is selected on deputation in Pt. DDU, UHS, Kutail, Karnal.

Particular of the applicant verified and found correct. No disciplinary processing under Rules 7 & 8 of the Haryana Civil Service (Punishment and Appeal) therefore, application forwarded to the Registrar, Pt. Deen Dayal Upadhyaya University of Health Sciences, Kutail, Karnal for consideration.

Signature of HOD/Appointing Authority
Along with Stamp.