

Subject:- Committee report regarding engagement of part time staff.

Following committee was constituted vide office letter No. SJHIFM-2025/2745-47 dated 16/12/2025 to examine the matter regarding engagement of the part time staff in the office of SJHIFM.

1. Prof. Dr. R.S. Rathore, Advisor, Chairperson,
2. Smt. Vandana Malik, CAO, Member
3. Dr. Neeru, Joint Director, Member
4. Ms. Poonam Sorout, SPO, Member

A meeting of the Committee was held on 23rd, December 2025. The Committee examined the relevant file & record and the following points are found: -

1. W/Director General, SJHIFM is competent to engage the part time staff in the office of SJHIFM as per provision in Punjab Financial Rule 19.6.
2. There is actual shortage of the various staff for cleaning and maintenance of building therefore there is urgent requirement of support staff in SJHIFM.

Keeping the above facts in view, the Committee has made the following recommendations:


1. As per office requirement the following post may be filled on part time basis.


Sr. No.	Name of Post	Number	Remarks
1.	Electrician	01	Should be Available on call 24 hours
2.	Supervisor	01	
3.	Office peon	03	
4.	Receptionist	01(Female)	
5.	Sweeper	02 Male+02 Female	
6.	Lift operator	01	
7.	Sewer Man	01	
8.	Mali	01	

The above post may be engaged in the office of SJHIFM as per provision in Punjab Financial Rule 19.6.

2. Requirement may be published on the official website of the institute for one-week time period from the date of uploading the advertisement on the website.
3. If application received is more than the staff required, selection may be made on interview basis or any other criteria deemed fit.
4. The remuneration to be paid as per HKRN policy.


Prof. R.S. Rathore
Chairperson


Mrs. Vandana Malik
Member


Dr. Neeru,
Member

Ms. Poonam Sorout
Member