



**SWARNA JAYANTI HARYANA INSTITUTE FOR FISCAL MANAGEMENT
HARYANA, PANCHKULA**

To,

All Head of Departments/ Boards/ Corporations/ Autonomous Bodies,
Vice-Chancellor of Universities in Haryana State.

Memo. No. SJHIFM-2026/444

Dated, Panchkula, the 16th March, 2026.

Subject :- Filling up the post of PS/PA and Assistant on deputation in Swarna Jayanti Haryana Institute for Fiscal Management.

The Swarna Jayanti Haryana Institute for Fiscal Management (SJHIFM) is a Centre of excellence for research in Public Policy and Economy, established in November 2016. Drawing its mandate from the 5th State Finance Commission Report and the Sustainable development Goals (SDG) 2047 Vision of Haryana, SJHIFM functions as the "Policy Think Tank" for the State.

This Institute intends to fill up the following posts through deputation initially for a period of one year extendable up to three years:

| Sr. No. | Name of the Post | No. of Post | Job duties/ Responsibilities | Experience/ Qualification | Pay Level |
|---------|------------------|-------------|--|---|--|
| 1 | Assistant | 1 | <ul style="list-style-type: none">• Draft communications in accordance with decisions on the file.• State questions for consideration and highlight points requiring decision.• Any other work assigned by the Institute. | <ul style="list-style-type: none">• Working as Clerk with at least 3-5 years of experience in various Government Departments/ Boards/ Corporations/ Autonomous Bodies (including Universities)OR• Working as an Assistant.• Knowledge of computers is desirable. | FPL - 6 In their existing pay scale |
| 2 | PS/PA | 1 | <ul style="list-style-type: none">• Reading, monitoring and responding to the office e-mail, answering calls and liaising with departments' competently.• Preliminary drafting of correspondence, dairy management, planning and organizing meetings, organizing complex travel, taking action points and writing minutes.• Preparing papers for meetings, taking dictation, preparing presentations, managing and reviewing filing and office systems, typing, sourcing and ordering stationery and office equipment.• Any other work given by the W/DG. | <ul style="list-style-type: none">• Working as PS/PA in various Government Departments/ Boards/ Corporations/ Autonomous Bodies (including Universities) | In their existing pay scale |

You are therefore requested to kindly circulate these posts in your department and forward the names of interested officials to this office positively by **31st March, 2026** through email at:

- Office-sjhifm@hry.gov.in
- sjhifm@gmail.com

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Joint Director,
for Director General, Swarna Jayanti Haryana
Institute for Fiscal Management