

Details of eligibility and other conditions for deputation on the post of Personal Assistant

1. **Name of the Post** : Personal Assistant
2. **No. of post** : 03 (Three)
3. **Pay Scale** : Pay Matrix Level-6 (35400-112400)
4. **Educational & Other qualifications:**
 - i) Bachelor's Degree from any recognized University or equivalent.
 - ii) Shorthand/Typing speed 100/40 wpm in English or 100/35 wpm in Hindi
5. **Eligibility Conditions :**

Employees of Central/State Government/Public Sector Undertaking/ Statutory/Autonomous or Research and Development Organization, fulfilling the conditions below, should only apply:

Holding analogous post on regular basis; or (ii) Holding the post of Stenographer with 5 years' service in the Pay Matrix Level – 4 (25500-81100) rendered after appointment thereon on a regular basis.
6. **Terms of deputation :**
 - i) The Maximum Age limit for deputation shall be 56 years as on the closing date of application.
 - ii) The other conditions of deputation would be the usual terms & conditions of deputation of Government of India.
7. **How to apply :**

Applications in the prescribed format along with following Annexure should be sent through proper channel so as to reach this office on or before 31.07.2020

 - i) Photocopies of ACRs for the last five years duly attested (signed and stamped) on each page by the authorised officer (**Annexure 1**)
 - ii) Certificate by the Employer/Cadre Controlling Authority (**Annexure 2**)

Details of eligibility and other conditions for deputation on the post of Assistant Grade I

1. **Name of the Post** : Assistant Grade I
2. **No. of post** : 01 (One)
3. **Pay Scale** : Pay Matrix Level-6 (35400-112400)
4. **Educational & Other qualifications:**
 - i) Bachelor's Degree from any recognized University or equivalent.
 - ii) Typing speed 30 wpm in English/25 wpm in Hindi

5. **Eligibility Conditions :**

Employees of Central/State Government/Public Sector Undertaking/ Statutory/Autonomous or Research and Development Organization, fulfilling the conditions below, should only apply:

Holding analogous post or equivalent on regular basis; or (II) Holding the post of Assistant Grade III, or equivalent, with 10 years of service in the Pay Matrix Level – 2 (19900-63200) rendered after appointment thereon on a regular basis.

6. **Terms of deputation :**

- i) The Maximum Age limit for deputation shall be 56 years as on the closing date of application.
- i) The other conditions of deputation would be the usual terms & conditions of deputation of Government of India.

7. **How to apply :**

Applications in the prescribed format along with following Annexure should be sent through proper channel so as to reach this office on or before 31.07.2020

- i) Photocopies of ACRs for the last five years duly attested (signed and stamped) on each page by the authorised officer (**Annexure 1**)
- ii) Certificate by the Employer/Cadre Controlling Authority (**Annexure 2**)

Details of eligibility and other conditions for deputation on the post of Assistant Grade III

1. **Name of the Post** : Assistant Grade III
2. **No. of post** : 01 (One)
3. **Pay Scale** : Pay Matrix Level-2 (19900-63200)
4. **Educational & Other qualifications:**
 - i) Bachelor's Degree from any recognized University or equivalent.
 - ii) Typing speed 30 wpm in English/25 wpm in Hindi

5. **Eligibility Conditions :**

Employees of Central/State Government/Public Sector Undertaking/ Statutory/Autonomous or Research and Development Organization, fulfilling the conditions below, should only apply:

Holding analogous post on regular basis in the Pay Matrix Level – 2 (19900-63200) rendered after appointment thereon on a regular basis.

6. **Terms of deputation :**

- i) The Maximum Age limit for deputation shall be 56 years as on the closing date of application.
- ii) The other conditions of deputation would be the usual terms & conditions of deputation of Government of India.

7. **How to apply :**

Applications in the prescribed format along with following Annexure should be sent through proper channel so as to reach this office on or before 31.07.2020

- i) Photocopies of ACRs for the last five years duly attested (signed and stamped) on each page by the authorised officer (**Annexure 1**)
- ii) Certificate by the Employer/Cadre Controlling Authority (**Annexure 2**)

**FORMAT FOR APPLICATION FOR THE POST OF ASSISTANT GRADE I/PERSONAL
ASSISTANT/ASSISTANT GRADE III**

1.

S. No.	Particular	
(i)	Name and Address (In Block Letters) with contact number and E-Mail	
(ii)	Father's Name	
(iii)	Date of Birth (In Christian Era)	
(iv)	Name and address of the current office/Institution	
(v)	Educational Qualifications	

2. Details of Employment with latest on top. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:

S. No.	Office/Institution	Post Held	From	To	Level in the Pay Matrix of the post held on regular basis.	Nature of Duties

3. Nature of office/Institution. Whether Central/State Government/Public Sector Undertaking/ Statutory/Autonomous or Research and Development Organization

4. Nature of present employment i.e. Ad-hoc or Temporary or Quasi Permanent or Permanent:

5. In case, the present employment is held on deputation basis, please state:

(i) The date of initial appointment,

(ii) Period of appointment on deputation/contract,

(iii) Name of the parent office/organization to which you belong (in case of deputation).

5. Total emoluments per month:

6. Please state clearly whether in the light of information given you meet the requirements of the post

7. Additional information, if any, which you would like to mention in support of your suitability for the post.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the application duly supported by documents in respect of essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the Candidate

Place:

Date:

Countersigned by the Employer/Cadre Controlling Authority (As per Annexure 2)

Certificate by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected he/she will be relieved immediately.

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Ms.....
- (ii) His/Her integrity is certified.
- (iii) His/Her Photocopies of ACRs for the last five years duly attested (signed and stamped) on each page by the authorised officer are enclosed.
- (iv) No major or minor penalty was imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

Dated:

(Employer/Cadre Controlling Authority with Seal)