

Personal Assistant

Scale of Pay: Pay Level 6 (As per 7th CPC Pay Matrix) – TME Rs. 61,818/-*

No. of Post: One (Unreserved)

Age Limit: 30 years (Relaxation as per Govt. of India norms)

Qualification & Experience: A Bachelor's degree of a recognised university with a minimum speed of 100 wpm in English shorthand and 40wpm in English typing. Five years' experience as Stenographer in University / Govt. / Autonomous Body / reputed Pvt. Firm. Preference will be given to the candidates who have higher qualification & working knowledge etc.

Essential: Working knowledge on computer (MS Office) operation.

Last date of application: April 22, 2022

Please Note: Those who have already applied for these posts vide our advertisement dated 26.07.2021 respectively need not require to apply again.

* Other benefits as Leave Travel Concession, New Pension Scheme, Medical Facility and Children Education allowance applicable to Central Government Employees from time to time.