

RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY
(As approved by the Board in their 247 Meeting held on 26.06.2013)

1	Name of Post	:	Private Secretary
2	Classification	:	Group 'B' Post (E-0)
3	Whether selection post or Non selection post	:	Selection
4	Scale of Pay	:	Rs.12600-32500 (IDA)
5	Age limit for direct recruitment	:	Not exceeding 30** years as on 1st Jan of Recruitment year.
6	Educational and other Qualifications for direct recruitment.		Graduates from recognized university with minimum 55%* marks (Desirable : 60%) plus Diploma in Secretarial Practices from a Polytechnic /ITI/Recognized Institute with a speed of 120 w.p.m. in Shorthand 40 w.p.m. in Computer typing. Should have knowledge/experience of M.S. Office, including Excel, Word, Power Point, Networking etc. and excellent communication skills. Should have 8 years experience as Senior PA/PA/Stenographer in a large organization, out which 2 years preferably with very senior level officers, managing various administrative jobs like coordination, Liaison, maintaining files etc. Those working in PSUs/Govt. should have 2 years experience in the scale of Rs. 10,900-31,500 or equivalent in related field.
7	Period of Probation		One year extendable by maximum period of one more year, if considered necessary.
8	Method of Recruitment.	:	60% by direct recruitment and 40% by promotion of APSs working in the scale of Rs. 10,900-31,500 or equivalent having following related experience: a. Those meeting the above prescribed specification - 5 years b. Graduates -7 years.

*** Not applicable for existing Departmental Candidates**

**** { 1. Age Relaxation as per Govt. Rules
2. No age bar for Departmental Candidates }**
