

Filling up of vacant posts of Private Secretary/Stenographer- Gr. I and Stenographer-Gr. II in Headquarters office on deputation basis

Applications invited from:

All eligible and interesting candidates

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section: 19.06.2023

The headquarters is looking for suitable willing officials from field offices, who can be inducted in this office on deputation basis against the existing vacancies of Secretariat Cadre for the following posts:

| S.No | Name of the post on deputation basis | Pay Level | Eligibility |
|------|--------------------------------------|-----------|---|
| 1. | Private Secretary | Level 08 | Holding analogous post of Private Secretary in Level 07 |
| 2. | Stenographer-Grade-I | Level 06 | Holding analogous post of Stenographer-Grade-I with minimum 03 years of regular service |
| 3. | Stenographer-Grade-II | Level 04 | Holding analogous post of Stenographer-Grade-II minimum 03 years of regular service |

1. You are requested to sponsor the names of eligible and willing officials of your office having excellent service record and clear from Disciplinary/Vigilance angle and can be spared and relieved of their duties immediately upon their selection for deputation to this office.
2. The deputation terms of selected officials will be regulated in accordance with the extant rules. Deputation (Duty) Allowance will be payable as applicable.
3. The initial period of deputation will be for one year and may be extended thereafter subject to suitability and administrative convenience.