

Part IV

Post Code	Post/ Pay Band + Grade Pay	No of Posts	Eligibility/experience
1.	Personal Assistant PB-2 (9300-34800) GP 4200	05	On Contract basis- Essential: (i) Bachelor's Degree from a recognised University/institution with proficiency in shorthand (80 WPM) and typing (40 WPM - English) and/ or (35 WPM- Hindi); and (ii) proficient in using MS Office and internet etc. Desirable: Diploma or certificate in office management and secretarial procedure or equivalent from a recognised or reputed institution.
2.	Assistant PB-2 (9300-34800) GP 4200	02	On Contract basis- Essential: (i) Bachelor's Degree from a recognised university /Institutions; (ii) should be proficient in using MS Office and internet etc; and (iii) should be able to prepare 'note' and 'draft' and must aware of office procedure.
