

Personal Assistant

Scale of Pay: Level 6 of Pay Matrix (Rs. 35,400 – 1,12,400)

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: August 10, 2021