

ELIGIBILITY CRITERIA FOR THE POST OF SENIOR PRINCIPAL PRIVATE SECRETARY

S.No.	Name of post	Senior Principal Private Secretary
1.	Number of vacancy	01 (One) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
2.	Age	Not exceeding 56 years (as per DOPT guidelines)
3.	Pay in the Pay Matrix	Level -12 (Rs 78,800-2,09,200/-)
4.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
5.	Eligibility	Deputation (including Short Term Contract) : Stenographers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations - (a). (i) Holding analogous post on regular basis; OR (ii) with five years' regular service in the post in level-11 (Rs.67,700-2,08,700) in the pay matrix or equivalent.

ELIGIBILITY CRITERIA FOR THE POST OF PRINCIPAL PRIVATE SECRETARY

S.No.	Name of post	Principal Private Secretary
6.	Number of vacancy	01 (One) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
7.	Age	Not exceeding 56 years (as per DOPT guidelines)
8.	Pay in the Pay Matrix	Level -11(Rs 67,700-2,08,700/-)
9.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
10.	Eligibility	Deputation (including Short Term Contract) : Officers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations - (i) holding analogous post on regular basis in the parent cadre/department; OR (ii) a post in level-10 as per pay matrix of Rs.56,100-1,77,500/- as per 7 CPC or equivalent with five years' regular service in the grade; OR (iii) a post in level-8 as per pay matrix of Rs.47,600-1,51,100/- as per 7 CPC with seven years' regular service in the grade; OR (iv) a post in level-7 as per pay matrix of Rs. 44,900-1,42,400/- as per 7 CPC with eight years' regular service in the grade; OR (v) a post in level-6 as per pay matrix of Rs.35,400-1,12,400/- as per 7 CPC with ten years' regular service in the grade.

ELIGIBILITY CRITERIA FOR THE POST OF RESEARCH OFFICER

S.No.	Name of post	Research Officer
1.	Number of vacancy	02 (Two) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
2.	Age	Not exceeding 56 years (as per DOPT guidelines)
3.	Pay in the Pay Matrix	Level-8 (Rs.47,600-1,51,100/-)
4.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
5.	Eligibility	<p>Deputation (including Short Term Contract):</p> <p>Officers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations -</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR</p> <p>(ii). with two years' service in the post in level-7 in the pay matrix of Rs. 44,900-1,42,400/-or equivalent in the parent cadre; OR</p> <p>(iii). with five years' service in the post in level-6 in the pay matrix of Rs.35,400-1,12,400/- or equivalent in the parent cadre.</p> <p>(b) Having Educational Qualification as follows:</p> <p>Essential Qualification: Possessing Post Graduate Degree in any discipline. Preference will be given to candidates holding M.SW/Women's Studies from a recognized University.</p> <p><i>Preference will be given to candidates having knowledge of Research Methodology with a keen interest in carrying out Research work on issues in the social sector with special emphasis on women related/Gender sensitization issues.</i></p>

ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT PUBLIC RELATION OFFICER

S.No	Name of post	Assistant Public Relation Officer
6.	Number of vacancy	01 (One) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
7.	Age	Not exceeding 56 years (as per DOPT guidelines)
8.	Pay in the Pay Matrix	Level-8 (Rs 47,600- 1,51,100/-)
9.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
10.	Eligibility	<p>Deputation (including Short Term Contract) :</p> <p>Officers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations -</p> <p>(i). (a) Holding analogous post on regular basis in the parent Cadre or Department; OR</p> <p>(b). with two years service in the grade in level 7 in the pay matrix (Rs.44,900-1,42,400) in the parent cadre or department; OR</p> <p>(c) with five years service in the post in Level-6 in the Pay Matrix of Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; AND</p> <p>(ii). Possessing the following qualification and experience:</p> <p>Essential Qualifications: A degree or equivalent from recognised University with Diploma in Public Relations/Journalism.</p> <p>Experience: Experience in the field of Public Relations/Journalism.</p>

ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT LAW OFFICER

S. No	Name of post	Assistant Law Officer
1.	Number of vacancy	01(one) (on deputation basis on Foreign Service Terms/ Short Term Contract basis as per DOPT guidelines.
2.	Age	Not exceeding 56 years (as per DOPT guidelines)
3.	Pay in the PayMatrix	Level-8 (Rs.47,600- 1,51,100/-) as per 7 CPC
4.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
5.	Eligibility	<p>Deputation (including Short Term Contract):</p> <p>Officers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations -</p> <p>(a)</p> <p>Holding analogous posts on regular basis in the parent cadre; OR</p> <p>With two years' service in the grade in the Level-7 in the pay matrix of Rs.44,900-1,42,400 as per 7 CPC or equivalent in the parent cadre; OR</p> <p>With six years' service in the grade in the Level-6 in the pay matrix of Rs.35,400-1,12,400 as per 7 CPC or equivalent in the parent cadre;</p> <p>(b) Having Educational Qualifications as follows:</p> <p>Essential Qualification- Possessing Law Degree from a recognized University.</p> <p>Essential Experience- Experience in handling Legal services and other legal matters including those in the Courts or Tribunals at least for three years.</p>

ELIGIBILITY CRITERIA FOR THE POST OF PRIVATE SECRETARY

S.No	Name of post	Private Secretary
1.	No. of Vacancy	05 (Five) (On deputation basis on Foreign Service as per DoPT guidelines)
2.	Age	Not exceeding 56 years (As per DoPT guidelines)
3.	Pay in the Pay Matrix	Level -8 (Rs.47,600-1,51,100/-)
4.	Period of deputation	Initially three years. Extendable as per Govt. of India Rules
5.	Eligibility (on deputation) as per DoPT	<p>Deputation (including Short Term Contract): Officers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations -</p> <p>(a) Holding analogous posts on regular basis in the parent cadre or with 2 years service in the Grade Pay in the Level 7 (Rs. 44,900-1,42,400) in the Pay Matrix or equivalent in the parent cadre or with six years' service in the grade pay in the Level -6 in the Pay Matrix (Rs. 35,400-1,12,400) or equivalent in the parent cadre.</p> <p>(b) Having Educational Qualification as follows:</p> <p>Essential Qualification - Possessing Graduate Degree from a recognized university.</p> <p>Essential experience: Knowledge of computer and English Shorthand speed should be not less than 120 wpm.</p>

ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT SECTION OFFICER

S.No.	Name of post	Assistant Section Officer
1.	Number of vacancy	02 (Two) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
2.	Age	Not exceeding 56 years (as per DOPT guidelines)
3.	Pay in the PayMatrix	Level-7(Rs 44,900- 1,42,400/-)
4.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
5.	Eligibility	<p>Deputation (including Short Term Contract) :</p> <p>Officers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations -</p> <p>(i). holding analogous post on regular basis in the parent Cadre or Department; OR</p> <p>(ii). with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of Pay Level-06 (Rs.35400-112400) or equivalent in the present cadre/Department; OR</p> <p>(iii). with six years' service in the grade rendered after appointment thereto on regular basis in the scale of pay level-5 (Rs.29, 200-92,300). OR</p> <p>(iv). with ten years' service in the grade rendered after appointment thereto on regular basis in the scale of pay level-4 (Rs.25, 500-81,100).</p> <p>Desirable Experience:</p> <p>(i). Excellent noting drafting, typing skills, Proficiency in handling computers with excellent computer skills.</p> <p>(ii). Experience handling cash, finance/Accounts/ Administrative/Legal/Establishment matters/budget policy matters/implementation of Government Schemes etc.</p>

Eligibility Criteria for the post of LEGAL ASSISTANT

S.No	Name of post	Legal Assistant
1.	Number of vacancy	08 (Eight) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
2.	Age	Not exceeding 56 years (as per DOPT guidelines)
3.	Pay in the Pay Matrix	Level-7(Rs 44,900- 1,42,400/-)
4.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
5.	Eligibility	<p>Deputation (including Short Term Contract) :</p> <p>Officers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations -</p> <p>(a)</p> <p>(i) Holding analogous posts on regular basis in the parent cadre/department; OR</p> <p>(ii). With three years' regular service in the post in Level-6 (Rs.35,400-1,12,400/- in the pay matrix as per 7th CPC or equivalent; OR</p> <p>(iii). With six years' regular service in the post in Level-5 (Rs.29,200-92,300/-) in the pay matrix as per 7th CPC or equivalent</p> <p>(b) Possessing the educational qualification and experience as under:</p> <p>Essential:</p> <p>(i). Bachelor's Degree in Law from a recognized University established or incorporated by or under a Central Act, or a State Act, or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central government; and</p> <p>(ii). Two years' experience in legal matters in Central or State Government or Public Sector Undertakings or Private Sector Organisations.</p>

ELIGIBILITY CRITERIA FOR THE POST OF RESEARCH ASSISTANT

S.No	Name of post	Research Assistant
1.	Number of vacancy	04 (Four) (on deputation basis on Foreign Service and Short Term Contract basis as per DOPT guidelines.
2.	Age	Not exceeding 56 years (as per DOPT guidelines)
3.	Pay in the PayMatrix	Level -7(Rs 44,900- 1,42,400/-) as per 7 CPC
4.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
5.	Eligibility	<p>Deputation (including Short Term Contract):</p> <p>Officers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations -</p> <p>(a)</p> <p>(i). Holding analogous posts on regular basis in the Parent Cadre/Department; OR</p> <p>(ii). With five years' regular service in post in Level-6 in the pay matrix of Rs.35,400-1,12,400/- as per 7 CPC or equivalent in the parent cadre or department; OR</p> <p>(iii). With six years' regular service in post in Level-5 in the pay matrix of Rs.29,200-92,300/- as per 7 CPC or equivalent in the parent cadre or department; OR</p> <p>(iii). with ten years' service in the grade rendered after appointment thereto on regular basis in the scale of pay level-4 (Rs.25,500-81,100).</p> <p>(b) Educational Qualifications and Experience:</p> <p>(i) Possessing Bachelor's Degree in Sociology/Social Work of a recognized University or equivalent;</p> <p>(ii). Having sound knowledge of Computer.</p> <p>Preference will be given to the candidates having experience in Research Work.</p>

ELIGIBILITY CRITERIA FOR THE POST OF JUNIOR HINDI TRANSLATOR

S. No.	Name of post	Junior Hindi Translator
1	No. of Vacancy	01 (One) (On deputation basis on Foreign Service Term basis as per DoPT guidelines)
2.	Age	Not exceeding 56 years (As per DoPT guidelines)
3.	Pay in the Pay Matrix	Level -6 (Rs.35,400-1,12,400/-)
4.	Period of	Initially three years. Extendable as per Govt. of India Rules
5.	Eligibility (on deputation) as per DoPT	<p>By Deputation (including Short Term Contract): Officers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations -</p> <p>(i). holding analogous post on regular basis in the parent Cadre or Department; or</p> <p>(ii). Having the essential qualifications mentioned as under:</p> <p>Essential Qualification: Master's degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR</p> <p>Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and other as a compulsory or elective subject at the degree level; AND</p> <p>Recognised Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>

ELIGIBILITY CRITERIA FOR THE POST OF PERSONAL ASSISTANT

S.No	Name of the post	Personal Assistant
1.	No of Vacancy	06 (Six) (On deputation basis on Foreign Service Term basis as per DoPT guidelines)
2.	Age	Not exceeding 56 years (As per DoPT guidelines)
3.	Pay in Pay Matrix	Level -6 (Rs.35,400-1,12,400/-)
4.	Period of deputation	Initially three years. Extendable as per Govt. of India Rules
5.	Eligibility Criteria	<p>By Deputation (including Short Term Contract):</p> <p>Officers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations -</p> <p>(a). (i). Holding analogous posts on a regular basis in the parent cadre/department; OR</p> <p>(ii). With five years regular service in Level-5 of the pay matrix (Rs.29,200-92,300) or equivalent in the parent cadre or department; OR</p> <p>(iii). With atleast eight years regular service in the post in Level-4 (Rs.25,500-81,100) in the pay matrix or equivalent as per 7 CPC in the parent cadre or department.</p> <p>(b). Possessing the educational qualifications and experience as under:</p> <p>Essential:</p> <p>(i). Graduate or equivalent from a recognized University;</p> <p>(ii). Knowledge of Hindi and English Typing;</p> <p>(iii). Skill Test Norms</p> <p>Dictation : Speed of 80 w.p.m. (English or Hindi)</p> <p>Transcription:</p> <p>50 mts.(English), 65 mts. (Hindi) (On Computer)</p>

ELIGIBILITY CRITERIA FOR THE POST OF LOWER DIVISION CLERK

S. No.	Name of the post	Lower Division Clerk
1.	No of Vacancy	01 (One) (On deputation basis on Foreign Service Term basis as per DoPT guidelines)
2.	Age	Not exceeding 56 years (As per DoPT guidelines)
3.	Pay in Pay Matrix	Level -2 (Rs.19,900-63,200/-)
4.	Period deputation	Initially three years. Extendable as per Govt. of India Rules
5.	Eligibility Criteria	By Deputation (including Short Term Contract): Officers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations - (a). (i). Holding analogous posts on a regular basis in the parent cadre or department; OR (ii). Group 'D' Employees of the Central Government having at least 3 years regular service in Level-1 in the Pay Matrix of Rs.18,000-56,900 as per 7 CPC in the Parent cadre or department; and (b). Possessing educational qualifications as under: (i). Matriculation or equivalent; (ii). Should possess a typing speed of 30/25 words per minute in English; (iii). Knowledge of working/typing on Computer.