

### Eligibility Criteria for the post of Private Secretary

1.	Name of the Post	Private Secretary
2.	Classification	Secretarial Post, Group "B"
3.	Scale of Pay	7 <sup>th</sup> CPC Pay Matrix Level 8 (47600-151100) as per 6 <sup>th</sup> CPC Pay band of Rs.9300-34800 with a Grade pay of Rs.4800.
4.	Age limit for direct recruits	Not more than 45 years (Relaxable upto 2 years by Vice Chancellor in deserving cases)
5.	Educational and other qualifications required for direct recruits	<p><b>Essential :</b></p> <p>Educational &amp; Technical Qualifications:</p> <p>(i) A Bachelor's Degree.</p> <p>(ii) Typewriting Higher/Senior Grade in English [45 words per minute].</p> <p>(iii) Proficiency in Information &amp; Communication Technology.</p> <p>Service Qualification:</p> <p>From Personal Assistant or equivalent with at least 8 years of regular service. Persons working in non-Government organizations are also eligible with requisite experience.</p> <p><b>Desirable:</b></p> <p>(i) Typing in Hindi.</p> <p>(ii) Shorthand Higher/Senior Grade in English [120 words per minute].</p>
6.	Period of Probation, If any	Two years for Direct Recruitment only
7.	In case of recruitments by deputation	Deputation: A person holding analogous post on regular basis (or) at least 8 years experience as Personal Assistant or equivalent post working in the Pay Band of Rs.9300-34800 with a Grade Pay of Rs.4200 in any Central/State University or autonomous educational/ research institution, Central/State Government or Government undertaking, Port Trust, etc.
8.	Age of superannuation	60 years.  For Deputationists, relevant age of the Sponsoring Department/Agency will apply.
9.	Remarks	<p>(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC-NCL/PwD candidates, in accordance with the orders issued by the Govt. of India from time to time.</p> <p>(ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>(iii) The Vice Chancellor is authorized to devise an appropriate Computer Based (online) Screening Test.</p>