

राष्ट्रपति सचिवालय  
राष्ट्रपति भवन  
PRESIDENT'S SECRETARIAT  
RASHTRAPATI BHAVAN

संख्या

No. A-15011/3/16-Admn

नई दिल्ली - 110004

New Delhi - 110004, the 25 October, 2017

**Subject: Filling up the co-terminus vacancies in President's Secretariat on deputation basis.**

This Secretariat proposes to fill up the following co-terminus vacancies on deputation basis, initially for two years, as detailed below:-

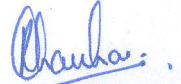
S.No.	Name and scale of post	No. of vacancies	To be filled up from
1.	Private Secretary (Level 8 of Pay Matrix)	2	(i) Officers holding the analogous post of Stenographer Service under the Central Government in Level 8 of Pay Matrix (pre-revised PB-2 Rs.9300-34800 plus GP Rs.4800/-) on regular basis in the parent cadre or department;  or  (ii) with eight years regular service in the grade of Steno Grade 'C' rendered after appointment thereto on regular basis in Level 7 of Pay Matrix (pre-revised PB-2 ₹9300-34800 plus GP Rs.4600/-) or equivalent in the parent cadre or department.
2.	Personal Assistant (Level 7 of Pay Matrix)	2	Officers holding the post of Stenographer Grade 'C' under the Central Government in Level 7 of Pay Matrix (pre-revised PB-2 ₹9300-34800 plus GP Rs.4600/-) or equivalent on regular basis in the parent cadre or department.

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S.No.	Name and scale of post	No. of vacancies	To be filled up from
3.	Stenographer Grade D (Level 4 of Pay Matrix)	1	Officers holding the post of Stenographer Grade 'D' under the Central Government in Level 4 of Pay Matrix (pre-revised PB-1 ₹5200-20200 plus GP Rs.2400/-) or equivalent on regular basis in the parent cadre or department.

2. The format of application is appended as Annexure 'A'. The applications from the willing and eligible officials, whose services can be spared, may be forwarded through proper channel to **"The Under Secretary (Admn), President's Secretariat, Rashtrapati Bhavan, New Delhi - 110004"**, along with attested copies of ACRs/APARs for the last 5 years, integrity certificate and vigilance clearance, so as to reach this Secretariat latest by 15<sup>th</sup> November, 2017.

3. While on deputation, the candidate will be, subject to availability, provided licence fee - free accommodation on the President's Estate, New Delhi, subject to the conditions laid down in the President's Estate Accommodation Rules.



(Rubina Chauhan)  
Under Secretary (Admn)

To all cadre controlling authorities

Notified on official website of President's Secretariat i.e. [www.rashtrapatisachivalaya.gov.in](http://www.rashtrapatisachivalaya.gov.in)

