

SCHEDULE

Name of post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any.
(1) Personal Assistant	(2) 7 * (2020) * Subject to variation dependent on workload	(3) Group 'B' Ministerial	(4) Level-7 (Rs. 44900-142400)	(5) Selection	(6) Not Applicable	(7) Not Applicable	(8) Not Applicable	(9) Two years

Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	In case of recruitment by promotion/ deputation/ absorption, grade from which promotion/ deputation/ absorption to be made.	If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(10) 100% by promotion failing which by Deputation (Including Short Term Contract)	(11) By Promotion: Stenographer Grade-D of NCA in Level-4 (Rs. 25500-81100) of the Pay Matrix with ten years regular service in the grade. Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their	(12) 1. Member (Civil), NCA 2. Secretary, NCA 3. Dy. Director (Civil) 4. One outside member of the rank of EE/ Deputy Director - * Member. (*To be nominated by the Executive Member, Narmada Control Authority)	(13) Not Applicable

Mohit
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juniors who have already completed such qualifying or eligibility service.

By Deputation (including Short Term Contract):

Officers of the departments of the Central/ State Government/ UTs/ Public Sector Undertakings/ State Electricity Boards/ Autonomous Bodies :

(a) holding analogous post on regular basis in the parent cadre or department; or

(b) with 10 years regular service in the Stenographer grade in Level-4 (Rs.25500-81100) of the Pay Matrix or equivalent in the parent cadre or department; and

II. Possessing 12th class or equivalent from a recognized board or university having a speed of 120 words per minute in shorthand with knowledge of computers.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation (Including Short Term Contract) including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

Note 3: The Maximum age limit for appointment on deputation (Including Short Term Contract) shall be 'Not exceeding 56 years' as on the closing date for receipt of applications.

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