


Recruitment Rules for the post of Personal Assistant in Narmada Control Authority

Name of post	Number of Post	Classification	Pay Band and Grade Pay	Whether selection post or non-selection post	Whether benefits of added years of service admissible under Rule-30 of CCS (Pension) Rules, 1972	Age limit for direct recruitment	Educational & other qualifications required for direct recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Personal Assistant	7* (2010) *Subject to variation dependent on workload.	Group 'B' Ministerial	(Pay Band - 2) Rs. 9300-34800 and Grade Pay of Rs. 4600	Selection	Not Applicable.	Not Applicable.	Not Applicable.

Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Period of probation, if any.	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, grades 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
(9)	(10)	(11)	(12)	(13)	(14)
Not Applicable	Two years	100% by Promotion failing which by Deputation (including Short Term Contract)	<p>For Promotion : Stenographers (Grade 'D') of NCA with 10 years regular service in the Pay Band -1 of Rs.5200-20200 and Grade Pay of Rs.2400/-.</p> <p>For Deputation (including Short Term Contract) : Officers employed in the stenographic service of the departments of the Central Government/ State Governments / Public Sector Undertakings / State Electricity Boards/ Autonomous Bodies and below 56 years of age as on the last date of submission of applications: I. a) holding analogous post on regular basis;</p> <p style="text-align: center;">OR</p>	<p>Member (Civil) - Chairman Secretary, NCA - Member</p> <p>One outside expert - Member* of not below the rank of Director on the subject matter concerned.</p> <p>*(To be nominated by the Executive Member, NCA)</p> 	Not Applicable.

			<p>b) holding post carrying pay in the Pay Band -1 of Rs.5200-20200 and Grade Pay of Rs.2,400/- OR equivalent with minimum 10 years regular service;</p> <p style="text-align: center;">AND</p> <p>II. Possessing the following qualifications and experience :</p> <p><u>Essential Qualification :</u></p> <p>12th class OR equivalent from a recognised board or university with having a speed of 120 words per minute in shorthand with knowledge of computers.</p>		
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