

RECRUITMENT OF PERSONAL ASSISTANTS ON DEPUTATION BASIS

Applications are invited for appointment to the post of Personal Assistants in the scale of Rs. 5500-175-9000/- (Central Government pattern) on deputation basis from the candidates working in Central/State Govt. Deptt/Autonomous Bodies/Public Sector Undertaking holding analogous posts or with atleast 5 years regular service as Stenographer in the scale of Rs. 4000-100-6000 or equivalent.

Number of vacancies: 25 (likely to vary depending on requirements). The vacancies exist at New Delhi, Agra, Kanpur, Calcutta, Cuttack, Durgapur, Ghandhidham, Jalandhar, Pune, Varanasi, Valsad etc. The posts, however, carry all India Service liability and the selected candidates may be posted anywhere in India. :

All the eligible candidates will be required to undergo shorthand dictation test @ 100 w.p.m. for 10 minutes and a skill test to assess their proficiency in the use of computers. The selection will be based on their performance in the shorthand test and computer skill test.

Period of Deputation : Initially for the period upto 31.1.2003.

Interested and eligible candidates may apply through proper channel in the following format:

Format:

- (1) Application for the post of: ____
 - (2) Name of the Candidate: ____
 - (3) Father's/Husband's Name: ____
 - (4) Date of Birth: ____
 - (5) Permanent Address: ____
 - (6) Address for correspondence: ____
 - (6a) Telephone No.: (Off) ____ (Res.) ____ (6b) Fax No. ____
 - (7) Whether belong to SC/ST/OBC ____ (8) Details of Educational Qualification from Matriculation onwards: ____
 - (8a) Examination passed: ____
 - (8b) Year of Passing: ____
 - (8c) Name of the institute/University/Board: ____
 - (8d) Main subjects: ____
 - (8e) Total percentage of marks and division: ____
 - (9a) Date of appointment as PA (Rs. 5500-9000 of Central Government/equivalent)
 - (9b) Date of appointment as Stenographer (Rs. 4000-6000 of Central Government/equivalent). (10)
- Details of Computer knowledge: Language known & application software used.

I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.

Signature of Candidate: _____ Date: _____ Place: _____

Other conditions:

1. The Department/Organisation concerned while forwarding the application:

(a) may please enclose copies of Annual Confidential Reports for the last five years alongwith

discipline/vigilance clearance certificate.

(b) certify that the particulars given by the candidates in their application especially in column No. 9 & 10 have been verified and found correct.

2. Applications not submitted in the prescribed format or incomplete in any respect shall be liable for summary rejection.

3. If a large number of applications are received, only those candidates who are shortlisted on the basis of tenure and level of service in the relevant field shall be considered for selection.

4. Candidates initially appointed on deputation basis may be considered for absorption later on in accordance with the policies and requirements of NHAI.

5. Candidates who are more than 56 years of age OR those who are due to retire from their parent cadre within two years as on closing date for receipt of application need not apply.

Application along with detailed CV as well as copies of certificates and mark sheets of professional qualifications, experience etc. may be sent latest by 23.04.2001 to the following address.

Manager (Administration-II)

National Highways Authority of India

8A, Eastern Avenue,

Maharani Bagh,

New Delhi-110065 Ph.: 011-26327916.

Fax: 011-26327924. E-mail: nhai@vsnl.com

Website: <http://www.nhai.org>.