

**File No.ORG/71/09/2011-PIII**  
**Government of India**  
**Planning Commission**  
**Office of Adviser to PM on Public Information Infrastructure and Innovations**

Vacancies are available under the Member Secretary, National Innovation Council, Office of Adviser to PM, Public Information Infrastructure and Innovations for the posts of Private Secretary(one), Personal Assistant(one) and Senior Peon/Peon(one) on deputation basis for a period of 2 years. Persons can apply after obtaining NOC from their Department. Salary will be fixed according to the prevalent scales in Government of India for these posts on deputation basis:

Sl.No.	Name of the post	No. of posts	Pay Band and Grade Pay
1	Private Secretary	1	PB-2+4800
2.	Personal Assistant	1	PB-2+4600
3.	Peon/ Sr. Peon	1	PB-1+1800

**Eligibility Conditions (on deputation basis):-**

Sl. No.	Name of the post	Qualification for the deputationist
1.	Private-Secretary	Candidate should be Graduate from a recognised University and holding analogous posts on regular basis in the pay-band of Rs. 9300-Rs.34,800 with grade pay of Rs.4,800/- <b>(OR)</b> should be in the pay band of Rs. 9300-34,800/- with grade pay of Rs. 4600 having minimum Three Years service in the grade <b>(OR)</b> should be in the pay band of Rs. 9300-34,800/- with grade pay of Rs.4,200/- having minimum <b>FIVE YEARS</b> regular service in the grade. The candidate should be well versed with computer (MS OFFICE, MS WORD, Excel, internet, Powerpoint Etc.).
2.	Personal Assistant	Candidate should be Graduate from a recognised University and holding analogous posts on regular basis in the pay-band of Rs. 9300-Rs.34,800 with grade pay of Rs.4,600/- <b>(OR)</b> should be in the pay band of Rs. 9300-34,800/- with grade pay of Rs. 4200 having minimum Three Years service in the grade <b>(OR)UDC</b> in the pay band of Rs. 5200-Rs.20200/- with grade pay of Rs.2,800/-having minimum <b>FIVE YEARS</b> regular service in the grade. The candidate should be well versed with computer (MS OFFICE, MS WORD ETC.)

**Duration**

Deputation basis for a period of 2 years.

Interested candidates may send their CV in the enclosed format by e-mail or alternatively by post within 10 days from the date of publication of this vacancy in the newspaper at the following address:-

**SRO, Office of Adviser to PM on  
Public Information Infrastructure and Innovations**  
Room 124  
Planning Commission  
Yojana Bhavan  
Sansad Marg  
New Delhi- 110001  
E-mail ID: [officepiii@nic.in](mailto:officepiii@nic.in)

Shortlisted candidates will be informed by email and would have to appear for a panel-based interview. No phone calls or emails will be entertained during this process.