

No. A. 11013/61/2004-Adm. III
Planning Commission (Yojana Ayog)
Administration III Branch

Room No. 415, Yojana Bhawan,
Sansad Marg, New Delhi, dated 19/01/2005

Circular

Subject: Filling up the post of Private Secretary on co-terminus basis in the personal staff of Member (SH), Planning Commission.

Applications are invited for filling up the post of Private Secretary in the pay-scale of Rs. 10000-325-15200/- on co-terminus basis in the personal staff of Dr. (Mrs.) Syeda Hameed, Member, Planning Commission. The appointment will be purely provisional and will be for the period till Member desires or demits office, whichever is earlier.

2. **Eligibility conditions** are as under:-

- i. Should be holding analogous post on regular basis.
or
- ii. Private Secretaries of Central Secretariat Stenographers' Service with 8 years of regular service.
or
- iii. Persons holding the ex-cadre post in the pay-scale of Rs. 6500-10500/- with 8 years of regular service.

3. The eligible candidate should be at least graduate and proficient in computer knowledge. Preference will be given to the person having the background in the following fields:-

- i. Health & Family Welfare.
- ii. National Population
- iii. Village and Small Entrepreneurs
- iv. Women & Child Development.
- v. NGOs, Voluntary Action Co-ordination.

4. The appointment will be subject to medical examination and verification of character and antecedents of the candidate by Intelligence Bureau in case he/she has not already undergone the same or not being in government service.

5. Resume alongwith certificate of work-experience and personal skills may reach Adm. III Branch by 28th January, 2005.

(Rajan Katoch)
Joint Secretary (Admn)