


**AMENDED RECRUITMENT RULES FOR THE POST OF
EXECUTIVE ASSISTANT GR.II (LEVEL 6 OF VII CPC)**

Sl. No.	Particulars	Approved
1.	Name of the post	Executive Assistant Gr.II
2.	No. of posts	Six
3.	Classification	Group "B"
4.	Scale of Pay	Level 6 of VII CPC (PB 2: Rs.9,300-34,800/- + GP: Rs.4,200/-)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Up to 30 years
7.	Education and other qualification required for direct recruits	Essential Bachelor's Degree of a recognized university Skill Test – Shorthand: Dictation 10mts. @ 100 wpm, Transcription 40mts on computer Desirable Five years experience as Stenographer / Steno-Typist / Secretarial Assistance. Knowledge of computers, MS office, DTP software package
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age – No Qualification: Yes
9.	Period of probation, if any	Two years
10.	Method of Recruitment	Promotion failing which by direct recruitment
11.	In case recruitment is by Promotion, grade from which promotion be made	Promotion from Stenographer Grade II in the grade pay of Rs.2,400/- who have put in at least 10 years service on the basis of skill test
12.	If a DPC exists, what is its composition?	Group 'B' DPC
13.	Consultation with UPSC	Not required as per the Bye-Laws
14.	Remarks	-

Ref: Ministry's Letter F.No.T-25011/05/2023-NCD-I(AIISH)/[FTS-8210504], dated 27.12.2023.

The RRs as notified above are subject to ratification of Executive Council


 निदेशक / Director
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