Subject: **Filling up the co-terminus vacancies in President’s Secretariat on deputation basis.**

This Secretariat proposes to fill up the following co-terminus vacancies on deputation basis, initially for two years, as detailed below:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name and scale of post</th>
<th>No. of vacancies</th>
<th>To be filled up from</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Private Secretary (Level 8 of Pay Matrix)</td>
<td>2</td>
<td>(i) Officers holding the analogous post of Stenographer Service under the Central Government in Level 8 of Pay Matrix (pre-revised PB-2 Rs.9300-34800 plus GP Rs.4800/-) on regular basis in the parent cadre or department; or (ii) with eight years regular service in the grade of Steno Grade ‘C’ rendered after appointment thereto on regular basis in Level 7 of Pay Matrix (pre-revised PB-2 Rs.9300-34800 plus GP Rs.4600/-) or equivalent in the parent cadre or department.</td>
</tr>
<tr>
<td>2.</td>
<td>Personal Assistant (Level 7 of Pay Matrix)</td>
<td>2</td>
<td>Officers holding the post of Stenographer Grade ‘C’ under the Central Government in Level 7 of Pay Matrix (pre-revised PB-2 Rs.9300-34800 plus GP Rs.4600/-) or equivalent on regular basis in the parent cadre or department.</td>
</tr>
<tr>
<td>S.No.</td>
<td>Name and scale of post</td>
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</tr>
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<tr>
<td>3.</td>
<td>Stenographer Grade D (Level 4 of Pay Matrix)</td>
<td>1</td>
<td>Officers holding the post of Stenographer Grade ‘D’ under the Central Government in Level 4 of Pay Matrix (pre-revised PB-1 ₹5200-20200 plus GP Rs.2400/-) or equivalent on regular basis in the parent cadre or department.</td>
</tr>
</tbody>
</table>

2. The format of application is appended as Annexure ‘A’. The applications from the willing and eligible officials, whose services can be spared, may be forwarded through proper channel to “The Under Secretary (Admn), President’s Secretariat, Rashtrapati Bhavan, New Delhi - 110004”, along with attested copies of ACRs/APARs for the last 5 years, integrity certificate and vigilance clearance, so as to reach this Secretariat latest by 15th November, 2017.

3. While on deputation, the candidate will be, subject to availability, provided licence fee - free accommodation on the President’s Estate, New Delhi, subject to the conditions laid down in the President’s Estate Accommodation Rules.

(Rubina Chauhan)
Under Secretary (Admn)

To all cadre controlling authorities

Notified on official website of President’s Secretariat i.e. www.rashtrapatisachivalaya.gov.in
(1) Name of post applied for:

(2) Name of the candidate:

(3) Date of Birth:

(4) Permanent Address:

(5) Address for Correspondence:

(6) Contact No./email id

(7) Educational qualification(s):

(8) Present Post held & Date from which working:

(9) Present place of working:

(10) Present Pay:

(11) Working experience:

(12) Service particulars from the date of initial appointment (alongwith brief of duties performed):

Paste self-attested passport size photograph (signed partly on photo and partly on paper)
Declaration

1. I, ................................................................. hereby declare my posting on deputation as ____________________________ (name of the post) in the President's Secretariat shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.

2. I will not claim absorption in the President's Secretariat in the said post.

3. I am liable to be repatriated to my parent organisation for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing the deputation.

Date:  
Place:  
Signature of the applicant

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE WHILE FORWARDING THE APPLICATION

1. Certified that the particulars given by the applicant are true and have been verified from the service records.

2. The applicant, if selected, will be relieved immediately.

3. Copies of ACR/APAR for the last five years are enclosed.

4. No disciplinary/vigilance case is pending or contemplated against the official. There is nothing against the applicant which makes him/her ineligible for consideration for appointment to the post of ____________________________ (name of the post). No major/minor penalty is in force or current against the official.

5. Recommendations: .................................................................

Date  
Place  
Signature of the Head of Office
with office seal and Telephone No.