

Principal Private Secretary (PPS)

Pay level- 11 (Rs.67,700 – 2,08,700) of 7th CPC.

Eligibility Criteria : on deputation (including short-term contract) or Re-employment basis

(A)By deputation (including short term contract)

Officers under the Central Govt./ State Govt./ UT/ PSUs/ Autonomous /Semi-Govt./ Statutory Organizations etc.; i) a Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand AND ii) holding analogous post on regular basis OR holding a post in the Pay level-10(Rs.56,100-1,77500) of 7th CPC (or equivalent in the pre revised scales) with five years regular service in the grade OR Holding a post in the pay level-8 (Rs.47,600-1,51,100) of 7th CPC (or equivalent in the pre-revised scales) with 6 years regular service in the grade OR holding a post in the pay level-6 (Rs. 35,400- 1,12,400) of the 7th CPC (or equivalent in the pre revised scales) with ten years regular service in the grade.

Note :

Period of deputation / contract including the period of deputation / contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central Government shall ordinarily not exceed 3 years or till the life of the KWDT or till further orders whichever is earliest. The maximum age limit for appointment by deputation including short term contract shall not be exceeding 56 years.

(B) Re-employment : -

Officers retired from the Central Govt./ State Govt./ UT/ PSUs/ Autonomous /Semi-Govt./ Statutory Organizations etc i) a Graduate from recognized University or equivalent having a speed of 120 words per minute in shorthand AND ii) having held analogous post on regular basis OR a post in the Pay level-10(Rs.56,100-1,77500) of 7th CPC (or equivalent in pre revised scales) with five years regular service in the grade OR Holding a post in the pay level-8 (Rs.47,600-1,51,100) of 7th CPC(or equivalent in the pre-revised scales) with 6 years regular service in the grade OR holding a post in the pay level-6 (Rs. 35,400- 1,12,400) of the 7th CPC (or equivalent in the pre revised scales) with ten years regular service in the grade. Provided that the retired Govt. Servant appointed as Principal Private Secretary shall cease to hold the post of PPS after he attains the age of 65 years. Beyond that the term of incumbent can be extended further for a period of not more than six months on the same terms and conditions in public interest, if required.

Passport
Size
Photographs

To be filled up by the applicant.

1. Post applied for :
2. Name :
3. Date of Birth :
4. Designation with Grade/Group of post held on regular basis and w.e.f. _____ :
5. Pay scale on regular basis and w.e.f. _____ :
6. Whether applying for Deputation/ Short Term Contract/ Re- employment Basis:
7. Name of the department / office presently working :
8. Service particulars in chronological order point wise :

Sl No	Post held & office	From	To	Pay level/ Scale of pay	Nature of Appointment (Substantive/Officiating/ Adhoc)	Nature of Duties
1	2	3	4	5	6	7

9. Educational/Technical Qualifications:
10. Experience/Training undergone:
11. Knowledge of Computer:
12. Address for Correspondence:
13. Phone/Mobile No./e.mail ID
14. Any other information.
15. Date of retirement (in case of application for re-employment basis):

I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and I shall not withdraw my candidature after selection.

Signature of applicant
Date-