



पंचकूला महानगर विकास प्राधिकरण  
PANCHKULA METROPOLITAN DEVELOPMENT  
AUTHORITY

Tele : 0172-2997880  
Website : pmdahry.org.in  
E-mail id : supdt.estt.pmda@gmail.com  
Address : Sector 3, Near Kaushal  
Bhawan, Majri Chowk,  
Panchkula -134109.

**Advertisement No : PMDA/Admin/0001/2025 Dated : 09/01/2025**

1. Applications are invited for filling the temporary post of **Personal Assistant (PA)**.
2. No. of Posts : 02 (Two)
3. **Category** : Retired persons who have served on regular basis in the Central Government or the State Government or any Board, Company or other agency owned or controlled by the Central Government or the State Government provided such person has served in such Government of such Board, Company or other agency for a period of not less than ten years and has relevant and necessary experience for the post.
4. **Qualification.**
  - (i) Graduate from a recognized university.
  - (ii) English Shorthand speed of 100 words per minute and to transcription of 15 words per minute. Mistakes upto 4% are allowed;


**OR**

Hindi Shorthand speed of 80 words per minute and transcription of 15 words per minute. Mistakes upto 4% are allowed.

- (iii) Functional knowledge of common word processing., spreadsheet software applications.
- (iv) Speed of 30 words per minute in English typing or speed of 25 words of Hindi typing.
- (v) Knowledge of Hindi upto Matric standard.

Required experience (In years) - 15 Years

5. Age : Should be below 65 years of Age.
6. The last date of receipt of the applications physically in Administrative office of PMDA, Panchkula or through e-mail i.e. **supdt.estt.pmda@gmail.com** is 30/01/2025 (05:00 PM)

  
Superintendent (Admin.)  
for Chief Executive Officer,  
PMDA, Panchkula  
