


**ADVERTISEMENT NO. : PMDA/ADMIN/0002/2025 DATED : 28.05.2025**

1. Applications are invited for filling the temporary post of Personal Assistant (PA).
2. **No. of Posts. : 04 (Four)**
3. **Qualification:**
  - (i) Graduate from a recognised University.
  - (ii) Having basic functional knowledge of computer.
  - (iii) Knowledge of Hindi upto Matric Standard.
4. Required Experience of 05 years as Personal Assistant (PA).
5. **Age :** Should be not more than 42 years on the date of submission of application.
6. **Total Marks : 100.**
  - (i) The weightage given for previous experience as Personal Assistant shall be as under:-
    - (a) Shall not exceed fifteen marks of the total marks for selection i.e. three marks per year.
    - (b) 85 marks are earmarked on the basis of competitive examination.
7. **Remuneration.**

A lump-sum amount of Rs. 60,000/- shall be paid per month with no other allowance and there shall be no annual increment.
8. **Last date for submission of application.**

The last date for receipt of the applications physically in Administrative office of PMDA, Panchkula or through e-mail i.e. supdt.estt.pmda@gmail.com is 03.06.2025 by 05.00PM.

  
Superintendent (Admin.)  
for Chief Executive Officer  
Panchkula Metropolitan Development Authority,  
Panchkula