

## **Private Secretary**

<b>Name of post.</b>	<b>Number of posts.</b>	<b>Classi- fication.</b>	<b>Pay Level in the Pay Matrix.</b>	<b>Whether Selection post/Non Selection post.</b>	<b>Age limits for Direct Recruits.</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>
Private Secretary	1* (2018) *subject to variation dependent on workload.	General Central Service: Group B, Gazetted, Ministerial	Level 7 in the pay matrix (₹44900-142400)	Selection	Not applicable

<b>Educational and other Qualification required for direct recruits.</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.</b>	<b>Period of Probation, if any.</b>	<b>Method of Recruitment, whether by direct recruitment or by promotion or deputation or absorption and percentage of vacancies to be filled by various methods.</b>
<b>(7)</b>	<b>(8)</b>	<b>(9)</b>	<b>(10)</b>
Not applicable	Not applicable	Not applicable	Promotion failing which by Deputation.

<b>In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation/ absorption to be made.</b>	<b>If a Departmental Promotion Committee exists, what is its composition.</b>	<b>Circumstances in which UPSC to be consulted in making recruitment.</b>
<b>(11)</b>	<b>(12)</b>	<b>(13)</b>
Promotion: Stenographers Grade I in Level-6 with five years regular service in the grade.	Group B Departmental Promotion Committee consisting of: (1) Director, National Atlas and Thematic Mapping	Consultation with Union Public Service Commission is necessary for any relaxation or

<p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation: Officers under the Central Government, (a)(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years regular service in the Stenographers grade in Level-6 in the parent cadre or department.</p> <p>Note 1: The departmental officers in the feeder grade who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of</p>	<p>Organisation ...Chairman (2) Director/Deputy Secretary concerned, Department of Science and Technology ...Member (3) Joint Director, National Atlas and Thematic Mapping Organisation ...Member (4) Senior Administrative Officer/Head of Office, National Atlas and Thematic Mapping Organisation ...Member</p>	<p>amendment of the provisions of the recruitment rules.</p>
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<p>the Central Government shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>		
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