

## RECRUITMENT RULES FOR THE POST OF PERSONAL SECRETARY, DSEU

1.	Name of the post	<b>PERSONAL SECRETARY</b>
2.	Number of post	06 posts
3.	Classification of the post	DSEU Group 'B'
4.	Pay Band and Grade Pay/ Pay Scale	L-8: Rs. 47600-151100
5.	Whether Selection post or Non Selection post	Non Selection
6.	Age limit for Direct recruits	45 years
7.	Educational and other qualification required for direct recruits	(i) Bachelor's Degree (Min 55% marks) from a recognized Board/University or equivalent qualification from a recognized Board/University  (ii) Skill Test Norms: <u>Dictation</u> -10 mts @ 80 wpm <u>Transcription</u> - 65 mts (Eng.) 75 mts (Hindi) (on manual typewriter) OR 50 mts (Eng) (65 mts Hindi) on Computer  <b>Experience:</b> 10 years experience in the pay scale of L-04: Rs. 25500-81100
8.	Whether age and Educational Qualification prescribed for direct recruit will apply in the case of promotees.	Not Applicable
9.	Period of Probation, if any	02 Years for direct recruit
10.	Method of recruitment-Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	50% by Direct 50% by Promotion.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation to be made.	By promotion from Stenographer in the pay scale of L-04: Rs. 25500-81100 with 10 years regular service.
12.	If a Departmental Promotion Committee (DPC) exist what is its composition	As constituted by BOM of the University
13.	Circumstances in which UPSC is to be consulted in making recruitment.	NOT APPLICABLE