

**National Bal Bhavan**  
**Kotla Road, New Delhi-110002**  
(Website-www.nationalbalbhavan.nic.in)

**NOTICE FOR INVITING APPLICATIONS FOR THE POST OF  
PERSONAL ASSISTANT TO THE DIRECTOR AND OFFICE ASSISTANT ON DEPUTATION BASIS.**

Applications from suitable candidates are invited through proper channel to fill up the post of Personal Assistant to Director(01 No.) and Office Assistant(02 Nos.) (Both are in the Pay Band of Rs.9300-34,800+Grade Pay of Rs.4200 ) on deputation basis for a period of 3 years. Please ensure that the application should be accompanied with the Vigilance Clearance Certificate and attested copies of APARs of last 5 years. While forwarding the application of candidate, the concerned competent authorities may please ensure immediate relieving of the candidate to be selected for the above post/s. The Director, NBB reserves the right to reject any or all applications. Number of posts may vary. The envelope containing the application should clearly be superscribed the post applied for. The details of post and eligibility conditions are given below :-

1	Name of Post	<b>Personal Assistant to Director</b>
2	No. of Post	One
3	Classification	Group 'C' in Central Government.
4	Pay Band+Grade Pay	Rs. 9300-34800 plus Grade Pay Rs. 4200
5	Age limit	The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.
6	Qualification and experience required.	Officers holding the post of Stenographer (English) under the Central Government. (i). holding analogous post on regular basis in the parent cadre or department; or (ii). with ten years regular service in the Pay Band 1 with Grade Pay of Rs. 2400 or equivalent. (iii). Shorthand Speed in English- 120 w.p.m. (iv). Typing Speed in English- 40 w.p.m.
7	Other conditions	(i). The departmental officer in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. (ii). Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not Exceed Three Years.

1	Name of Post	<b>Office Assistant</b>
2	No. of Post	Two
3	Classification	Group 'C' in Central Government.
4	Pay Band+Grade pay	Rs. 9300-34800 plus Grade Pay Rs. 4200
5	Educational & Other Qualifications required.	a) Bachlor's Degree or any qualification recognized by Central Government. b) Proficiency in Computer.
6	Whether age and educational qualifications prescribed for direct recruitments will apply in the case of promotes.	The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications
8	Other qualification/ experience required.	i) Holding analogous post on regular basis. Minimum 8 years regular service as Upper Division Clerk. ii) Knowledge of Govt. of India Rules relating to autonomous bodies iii) Good knowledge of English and Hindi.
7	Other conditions	(i) The departmental officer in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.  (ii) Period of deputationn including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not Exceed Three Years.

APPLICATION FORM

1. Post applied for
2. Name in Block Letters
3. Date of birth
4. Date of retirement on superannuation
5. Residential Address, Phone No.& e-mail address
6. Office address, Phone No. & e-mail address
7. Educational Qualifications
8. Date of entry in Govt. service
9. Date of appointment to the present post, Pay Band + Grade Pay and whether officiating or substantive
10. Name of present post and Pay Band+Grade Pay with basic pay
11. Whether belonging to SC/ST
12. Experience and details of service

Sl. No.	Name of Employer	Name of Post	Period		Pay Band+ Grade Pay of post held and classification of post held	Whether held on regular/on deputation/ adhoc basis	Nature of duties performed
			From	To			

13. Copies of Certificates/Documents to be attached alongwith application.
  - (a). Age Proof
  - (b). Proof of Qualifications
  - (c). Proof of Experience
  - (d). Proof of document to claim age relaxation if any

I understand and hereby undertake that in the event of my selection to the post in question, I will not withdraw my candidature or decline the post when offered.

(Signature of Candidate with date)

CERTIFICATE TO BE GIVEN BY THE DEPARTMENT

Certified that the particulars furnished by Sh/Smt.....Designation.....have been verified and found correct as per office records. It is also certified that no disciplinary/vigilance case is pending or contemplated against the official concerned. The integrity of the official is also certified.

(Signature of the Head of the Office)  
with Designation and Seal