

## P.A. TO PRINCIPAL

<b>1</b>	<b>Name of the Post</b>	<b>P.A. to Principal</b>
<b>2</b>	<b>Scale of pay</b>	Pay Level 6 (As per 7th CPC) Rs. 35400 – 112400 (Group 'C')
<b>3</b>	<b>No. of Post</b>	<b>01 (Unreserved)</b>
<b>4</b>	<b>Essential Qualifications for direct recruits.</b>	Graduation from a recognized University.
	<b>a) Educational &amp; other Qualification</b>	
	<b>b) Experience</b>	Speed of 100 w.p.m. and 40 w.p.m. in English Shorthand and Typewriting respectively with three years experience in the line and Computer Competency. <b>One year Certificate Course in Computers.</b>  <b>Desirable:</b> Experience in administrative & Accounts matters.
<b>5</b>	<b>Age limit for direct recruitment</b>	Not exceeding 42 years for General Category  Relax able up to 5 years in the upper age limit for SC/ST, and departmental candidates and as specified for other categories by Government of Uttarakhand from time to time.
<b>6</b>	<b>Appointing authority</b>	Secretary / Principal
<b>7</b>	<b>Appellate authority</b>	Executive Committee
<b>8</b>	<b>Method of Selection</b>	<b>Written Test followed by Skill Test</b>  <b>Written Test (80 MCQs)</b>  <ul style="list-style-type: none"><li>• General English (30 MCQs)</li><li>• General Knowledge (30 MCQs)</li><li>• Service Aptitude (20 MCQs)</li><li>• Drafting of one letter/notice/official noting (20 marks)</li></ul> <b>English Shorthand &amp; Typing Skill Test:</b> (only for shortlisted candidates)  10 minutes dictation @ 100 w.p.m. & Transcription time 60 minutes (on computer)