

GOVERNOR'S SECRETARIAT
NAGALAND ::: KOHIMA

No. G-06/4/A-II/21

:::

Dated Kohima the 27th January 2021

Advertisement


Sub:-Appointment of Private Secretary (Steno Grd-I) under Governor's Secretariat on Deputation.

Applications are invited from serving Grade-1 Stenographers under State/Central Government Departments/PSUs/Autonomous bodies for filling up One post of Private Secretary (Steno Grd-I) in the Pay Level Matrix -14(Rs. 57400-181600) under Governor's Secretariat on deputation. Grade-II Stenographers with a minimum seven years of service can also apply.

A candidate must possess the minimum qualification of a Graduate in any discipline from a recognized University OR any equivalent qualification with skills on various computer operating programme. The upper age limit of the applicants should not exceed 40 years as on 31/1/2021.

Interested candidates may apply for the post in the prescribed performa as per Annexure- A and e-mail to secy.rajbhavannagaland@gmail.com or by post or submit by hand within 26th February 2021.

Commissioner & Secretary to Governor reserves right to accept or reject any application without assigning any reason(s) whatsoever.


27/01/2021

(T. Mhabemo Yanthan) IAS

Commissioner & Secretary to Governor

Copy to :-

Raj Bhavan website, Administrative Head of State/Central Government Departments/PSUs/Autonomous bodies located in Kohima

To

The Commissioner and Secretary to Governor of Nagaland,
Raj Bhavan, Kohima

Sub:- Application for the post of Private Secretary (Steno Grd-I) under Governor's Secretariat, Kohima on deputation basis.
(Reference to advertisement No. No. G-06/4/A-II/21 dated 27th January 2021)

Name of Applicant and designation	
Department	
Edu. Qualification (minimum Graduate)	
Knowledge on various Computer applications/programme (desirable)	
Age (40 Years as on 31/1/2021)	
Date of entry into Govt. service and mode of recruitment (recruited through legitimate competitive exam followed by interview if any only are eligible to apply)	
Present Grade and Pay Level in the matrix	
Date of promotion/appointment to the present grade	
Email Id and contact number	

I certify that above information are correct and best to my knowledge.

Signature of the applicant:-

For use in Office

Verified and found correct, forwarded to Commissioner and Secretary to Governor

Signature:-

Name and Designation of the competent authority:

Official seal: