



**PUNJAB STATE COUNCIL FOR SCIENCE & TECHNOLOGY**

Website: [www.pscst.punjab.gov.in](http://www.pscst.punjab.gov.in)



**Punjab Government Initiative under Ghar Ghar Rozgar  
Recruitment Notice**

Applications are invited for filling up the following post on deputation basis:

Sr. No.	Name of the Post	No. of Post	Pay Scale	Level
1.	Private Secretary	1	Rs.10300-34800+5000 G.P. +Allowances on Punjab Govt. Pattern	Pay Matrix Level-16

Last date & time : 10.10.2024 till 17.00 Hrs. IST.

For details log onto : [www.pscst.punjab.gov.in](http://www.pscst.punjab.gov.in).

**Note:** Any corrigendum(s) to the recruitment notice shall be published on the above website.

**Incharge(Admn)**



**PUNJAB STATE COUNCIL FOR SCIENCE & TECHNOLOGY**

**(A State Govt. Undertaking)**

2<sup>nd</sup> Floor, MGSIPA Complex, Institutional Area,  
Sector 26, Chandigarh- 160 019

**Tel: 0172-2792325, 2793300, Fax: 2793143**



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### **RECRUITMENT NOTICE**

**Last Date for receipt of applications : 10.10.2024**

PSCST invites applications for filling up **1 (one) post of Private Secretary in the pay scale of Rs.10300-34800+5000 Grade Pay (Now Pay Matrix Level-16 as per 6<sup>th</sup> Punjab Pay Commission Report) + allowances on Punjab Govt. Pattern on deputation basis** from amongst the employees working on analogous/equivalent post(s) in Departments/Boards/Corporations of Government of Punjab, Government of India or of other State Government or Statutory Boards, Corporations, Corporate Bodies, wholly or partially controlled by the Government of Punjab or Government of India. The selected candidate will be paid salary being drawn by him/her in his her parent department without any deputation allowance. This post is for SC Category candidates, thus, preference will be given to the candidate belonging to SC Category and in case no suitable candidate is found from SC Category, the post will be filled from General Category candidates, initially for a period of two years. The selection will be made on the basis of Shorthand/Type test at a speed of 120 WPM/60 WPM in English. Candidates knowing Shorthand/Typewriting in Punjabi will be given preference. Interested eligible candidates may submit their applications, through proper channel, on the prescribed application performa for this post, available on our website, on or before 10.10.2024. They may also submit advance copy of their application directly to PSCST before the last date for receipt of applications.

**Incharge (Admn.)**

**Applications for the post of Private Secretary (PS) on Deputation Basis.**

Name (in block letters)					
Contact (Telephone No.)					
Date of Birth					
Present Address					
Present post held					
Name of Office/Department where presently employed					
Date of appointment to the present post					
Present Pay Scale and Grade Pay					
Educational qualifications					
Details Employments : (Enclose a separate sheet duly authenticated by your signature, if the separate space below					
Post Held	Nature of appointment whether regular, adhoc, deputation contract etc.	Period		Scale of Pay and Basic Pay & GP	Nature of Experience
		From	To		

**Signature of Candidate**