

Recruitment of Private Secretary

Office of Chief Project Director, Project Implementation Unit, World Bank Technical Assistance Project requires One Private Secretary on short-term contract basis for the period of six months. The details of post are:

Name of Post	:	Private Secretary
No. of Post	:	One
No. of Period	:	Six Months
Educational Qualification	:	Graduate
Computer Skills	:	Proficiency in use of Computer Applications like MS-Word, Ms-Excel, Ms-Power Point and Internet etc. The candidate should have typing speed of 40 wpm and for shorthand 100 wpm.
Experience	:	At least 15 years experience as Stenographer/Private Secretary in the Ministry or Govt. Organizations in the grade pay of Rs. 4,600/- and above. Retired Govt. Officials will be considered.

There will be no interviews and the selection will be based on the experience of the applicants and evaluation of APAR'S of last three years. Interested candidate to forward their detailed resume along with copies of APAR for last three years, educational qualification and experience certificates within 7 days at the following address.



(Debjani Chakrabarti)

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