P.S. to Dy. Chairman / P.S. to Chairman

	Post	No. of Post	Classifi- cation	Scale of Pay (Rs.)	Selection or Non- Selection Post	direct recruit- ment (in years)	qualifications prescribed for direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the case of promotion/ absorption/ deputation	Period of Proba- tion (in years)	Method of recruitment (whether by direct recruitment or by promotion/ absorption/ deputation)	In case of promotion/ absorption/ deputation, grades from which it should be made	Remarks
	PS to Deputy Chairman	3 1	4 Class-I	5 9100- 250- 15100	6 Selection	7 30	Essential:- (i) A degree from a recognised university. (ii) Proficiency in stenography and typewriting with a speed of 120/40 w.p.m. respectively. (iii) Knowledge of Computer Application. (iv) Five years experience as Stenographer/PA in an Industrial/ Commercial/ Govt. Undertaking.	9 (a) No (b) No (c) No	10 2	By Promotion failing which By absorption/deputation failing both By direct recruitment.	Promotion from PA to HOD in the scale of pay of Rs.8600-14600 with 3 years regular service in the grade. Absorption/deputation will be of Officers holding analogous post or feeder post with 3 years regular service in the grade in a Major Port Trust.	13

1	2	3	4	5	6	7	8	9	10	11	12	13
11	PS to	1	Class-I	10750-	Selection	35	Essential :-	(a) No	2	By Promotion	Promotion from PS to Dy.	
	Chairman			300-			(i) A degree from a	(b) Yes		failing which	Chairman in the scale of	
				16750			recognised	(c) No			pay of Rs.9100-15100 with	
							university.			By absorption/	5 years regular service in	
										deputation	the grade failing which PS	
							(ii) Proficiency in			failing both	to Dy.Chairman with 2	
							stenography				years regular service in	
							and typewriting			By direct	the scale of pay of	
							with a speed of			recruitment.	Rs.9100-15100 and a	
							120/40.w.p.m.				combined regular	
							respectively.				service of 8 years in the	
							1				scales of pay of Rs.9100-	
							(iii) Knowledge of				15100 and Rs.8600- 14600	
							Computer					
							Application.				Absorption/deputation	
											will be of Officers holding	
							(iv) Eight years				analogous post or feeder	
							experience as				post with 5 years regular	
							Stenographer/PA				service in the grade in a	
							in an Industrial/				Major Port Trust.	
							Commercial/				riagor rore rrade.	
							Govt. Undertaking.					
							cotto charactering.					

1	2	3	4	5	6	7	8	9	10	11	12	13
12	Senior	1	Class-I		Selection	40	Essential:	(a) No	2		Promotion from PS to	
	PS to			350-			(i) A degree from a	(b) Yes		failing which	Chairman in the scale of	
	Chairman			18250			recognised	(c) No			pay of Rs.10750-16750	
							university.			By absorption/	with 4 years regular	
										deputation	service in the grade failing	
							(ii) Proficiency in			failing both	which PS to Chairman	
							stenography				with 2 years regular	
							and typewriting			By direct	service in the scale of	
							with a speed of			recruitment	pay of Rs.10750-16750	
							120/40.w.p.m.				and a combined regular	
							respectively.				service of 9 years in the	
											scales of pay of	
							(iii) Knowledge of				Rs.10750-16750 and	
							Computer				Rs.9100-15100.	
							Application.					
											Absorption/deputation	
							(iv) Twelve years				will be of Officers holding	
							experience as				analogous post or holding	
							stenographer/PA				posts of PS/Sr. PS in the	
							in an Industrial/				scale of pay of Rs.10750-	
							Commercial/				16750 with 4 years regular	
							Govt. Undertaking.				service in the grade in a	
											Major Port Trust.	