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| 1 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | Private Secretary | Three | Group 'B' Post | 6500 - 10500 | Non-Selection Post | Upto 35 Years | <p>Essential:</p> <ol style="list-style-type: none"> Bachelors' degree from recognised University or equivalent. Shorthand/Typing Speed = 120/40 W.P.M. in English or 120/35 W.P.M. in Hindi. Working experience of minimum five years as Private Assistant in a Bank/Financial Institution/Department of the Central/State Govts./Public Sector Undertakings/Commercial Organisation of Repute. | Not Applicable | Two Years | 100% Promotion failing which by deputation/Absorption Basis/direct recruitment | <p>Promotion: P.A. with 8 years service in the grade of Rs. 5000 - 8000 rendered after appointment there on regular basis.</p> | <p>The composition of Departmental Promotion/Selection Committee is as Follows:</p> <ol style="list-style-type: none"> Dir. (Admn.) or any other Director of the Institute to be nominated by DG, NIAM-Charman. Dy. Secy. (Mktg.) Min. of Agril.-Member. Administrative Officer or Asstt Dir. Of the Instt To be nominate by DG. NIAM-Member *An Officer belonging to SC/ST/OBCs community not below the rank of Admn Office NIAM Member <p>*In case none of those at Sl. No. 1 to 3 above belongs to SC/ST/OBCs.</p> |