



Central Electronics Limited
(A Govt. of India Enterprises)
4, Industrial Area, Sahibabad, Ghaziabad (UP)
Tel.No. 0120-2895143, E-mail: celrecruitment@celindia.com
U32109DL1974GOI007325

Notice for the post of PS on contract basis

Applications are invited from retired persons from Govt./PSUs organizations for one post of PS on contract basis. The candidate should be Graduate, with knowledge of computer and should not be more than 64 years of age as on the date of publication of this advertisement. The candidate should have more than 20 years of experience as personal secretariat work i.e. assisting in day to day activities, organizing meetings and appointments, compiling and preparing reports and drafting letters, liaising with divisions and staff, maintaining dak and other secretarial assistance to the Top Management level etc. The post is initially for a period of one year, which is further extendable on performance and requirement basis till the attainment of age of 65 years maximum. Persons who worked in CDA grade of Rs.9300-34800/- (GP Rs.5400/-) OR Rs.9300-34800/- (GP Rs.4800/-) OR Rs.9300-34800/- (GP Rs.4600/-) or equivalent IDA grade may apply. The consolidated remuneration will be based on last pay drawn at the time of retirement from Govt./PSUs and as per prevailing guidelines in this regard.

Eligible retired officials may send their bio-data duly completed in all respects as per Annexure-A attached by 31.07.2017 to Asstt. General Manager (HRD), Central Electronics Limited, 4, Industrial Area, Sahibabad – 201 010, Ghaziabad (UP) through speed post.

CEL reserves the right to reject any or all applications without assigning any reason(s) thereto. CEL reserves the right to change / modify / cancel the terms and conditions of the empanelment without assigning any reason or notice thereof.

ASSISTANT GENERAL MANAGER (HRD)

Annexure – ‘A’

**APPLICATION FOR APPOINTMENT OF RETIRED GOVT./PSUs PERSONNEL AS
PS ON CONTRACT BASIS**

1. Name of the Applicant (In capital letters) :
2. Name of the Organization last served :
3. Date of retirement from service :
4. Date of birth :

5. Educational Qualifications:

Qualification (starting from Graduation)	University/ Institute	Year of Passing	Percentage / Grade / Division

6. Details of Professional Experience:

Sl No.	Positions Held	Nature of Work/ experience	Approx. Duration (Yrs)

7. Age on the date of submitting the Application :
8. Last post held before retirement :
9. Last pay drawn (Scale of pay & Grade pay) :
10. Details of the Ministry/Deptt/PSU and various posts/positions held during the service :
11. Whether any penalty was imposed during the service :

12. Permanent / Present Address & :
Contact Number/email

UNDERTAKING

I solemnly declare that

the information given above is correct and complete. If any information at any stage is found incorrect, I shall be responsible for the same.

Name & Signature of the Applicant :

Place :

Date :