

**Annexure-A**

**Eligibility criteria for the post of Personal Assistant (PA) on contractual basis: -**

- (a) **Essential Qualification:** Graduate from a recognized University and having speed of not less than 100 w.p.m. in Shorthand (English) and 40 w.p.m. in typing (English) on computer with knowledge of Computer.
- (b) **Age:** Age should not be below 18 years and over 32 years as on the date of application.
- (c) **Mode of Appointment:** Eligible candidates will be required to appear in skill test in English Shorthand (speed of 100 w.p.m.) and Type Test in English on Computer (speed of 40 w.p.m.) and shortlisted candidates who are successful in the skill test in Shorthand and Type Test will be called for interview.
- (d) **Remuneration:** A consolidated remuneration of Rs.44,900/- (in terms of High Court's office order No.01/Estt./E-8/DHC dated 05.01.2019)
- (e) **Tenure:** The term of the contract shall be initially for a period of six months.