

TUNGABHADRA BOARD

Office of the Secretary,
Tungabhadra Board,
T.B.Dam-583 225, Hospet Taluk,
Ballari District.

NOTICE INVITING APPLICATIONS

Applications are invited from the retired Stenographers for filling up the post of P.A to Secretary purely on contract basis for a period of 6 months initially and extendable till the regular vacancy is filled up, whichever is earlier. Pay and other eligibility criteria are given below.

| | | |
|---|----------------------|---|
| 1 | Name of the Post | P.A to Secretary (Stenographer) |
| 2 | No. of Vacancies | 01 (One) |
| 3 | Remuneration | Rs.30,000-Consolidated Pay, no allowances or enhancement will be given. |
| 4 | Age | The maximum age of the applicant, as on 01.01.2019 should not exceed 65 years. |
| 5 | Nature of duties | Attending dictations, transcription, typing, maintenance of correspondence on transfer and postings of Officers in Irrigation Branch, TBHES, Fisheries and Health Unit including correspondence on Confidential reports. Preparation of minutes of the monthly meetings, preparation of agenda and minutes of the meeting etc. Attending phones calls, fixing appointment with visitors and any other work as per the directions of Secretary, TB Board. |
| 6 | Terms and conditions | 1. The appointment of the retired person will automatically cease whenever the post is filled up by the Member State. 2. The appointed person will be relieved immediately after joining of the regular incumbent. 3. No other allowances are admissible. 4. Maximum age limit is 65 years. 5. The appointment order will be given initially for six months, after a gap of one or two days extension will be given based on the performance. 6. The appointment can be terminated at any time by giving one weeks notice. 7. The Board reserves the right to cancel the entire selection, liability thereof; 8. The Employer(TB Board) can modify, add, delete and change/amend above terms and conditions. |
| 7 | Extension | The Board has discretion to extend the services up to 65 years depending upon the performance on six monthly subject to the condition of non filling up of the regular vacancy on deputation/foreign terms and conditions. |

2. The format of Application form is enclosed herewith. Duly filled in applications along with copies of all supporting documents including Pension Payment Order issued by the Government and copies of Confidential Reports for the last five years should reach the Secretary, Tungabhadra Board, TB Dam-583 225, Hospet, Bellary District, Karnataka on or before 24.01.2019.


(G.Naga Mohan)
Secretary,
Tungabhadra Board

Place: T.B.Dam

Date 09.01.2019

Passport Size
Photograph

APPLICATION FOR THE POST OF PA TO SECRETARY IN TUNGABHADRA BOARD, HOSPET, BELLARY
DISTRICT, KARNATAKA

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|----|--|--|
| 1 | Full Name (in BLOCK LETTERS) | |
| 2 | Father's Name | |
| 3 | Date of Birth & Age | |
| 4 | Post & department from which retired | |
| 5 | Educational qualifications | |
| 6 | Date of retirement (copy of Pension Payment Order to be attached) | |
| 7 | Experience before retirement (during last five years before retirement) | |
| | (a) Experience in the parent dept. (b) Experience in TB Board/or similar Organizations. | |
| 8 | (a) Permanent address | |
| | (b) Address for correspondence | |
| 9 | Languages known | |
| 10 | Confidential reports for the last 5 years. | |
| 11 | Any other relevant information | |

It is certified that the information given above is true and correct to my knowledge. I am also aware that if at any stage that any of the above information is found false and tampered, my candidature will be summarily rejected and I am liable for suitable action.

Date

Place:

Signature of the candidate.