



File No. 2/NHIDCL/PS/2018/HR

Dated. 16.08.2018

Skill Test Schedule for the post of Private Secretary in NHIDCL

The List of Candidates shortlisted by the Screening Committee as eligible/ provisionally eligible for the post of Private Secretary is appended below. The Candidates have been shortlisted on the basis of information furnished by them in their application forms in response to the Vacancy Circular dated 26.06.2018.

2. All eligible/ provisionally eligible Candidates will have to attend a Skill Test to ascertain their proficiency in Stenographic, Computer and Drafting skills on the date, time and venue indicated below. They are requested to bring **documents in original** in support of their Educational Qualifications, Date of Birth, Experience Certificates, along with a set of self attested copies for verification of these documents. Candidates who have been shortlisted as provisionally eligible are requested to submit all pending documents/details mentioned against their names, **latest by 22.08.2018 up till 15:00Hrs., failing which, they may not be allowed to attend the Skill Test.**

Sl. No.	Name of the Applicant	Eligible / Provisionally Eligible	Date and Venue of Skill Test
1.	Sh. Lekh Raj Singh	Eligible for engagement on Contract.	Date :- 28.08.2018 Reporting Time:- 09.30 AM Venue:- 3 rd Floor, PTI Building, 4 - Parliament Street, New Delhi - 110001
2.	Sh. Suresh Kothari	Provisionally eligible for engagement on Contract after retirement on 30.09.2018, subject to submission of NOC, VC and ascertaining Stenography and Typing Speed.	
3.	Sh. Ashok Kumar	Provisional eligible for engagement on Contract subject to submission of copies of APARs for last five years and ascertaining Stenography and Typing Speed.	
4.	Sh. Pulak Biswas	Eligible for engagement on Contract.	
5.	Sh. Ramesh Kumar Pahuja	Provisional eligible for engagement on Contract subject to ascertaining Stenography and Typing Speed.	
6.	Sh. Kapil Sharma	Eligible for engagement on Contract.	
7.	Sh. Than Singh	Provisional eligible for engagement on Contract subject to ascertaining typing Speed.	
8.	Ms. Gurcharanjeet Singh Harnal	Provisional eligible for engagement on Contract subject to ascertaining Stenography and Typing Speed.	
9.	Sh. Chandan Kumar Das	Eligible for deputation.	

10.	Sh. Anil Kumar	Provisionally eligible for engagement on Contract subject to ascertaining Stenography and Typing Speed.	Date :-
11.	Ms. Rashmi Hussain	Provisionally eligible for engagement on Contract subject to ascertaining Stenography and Typing Speed.	28.08.2018
12.	Sh. S. Natarajan	Provisionally eligible for engagement on Contract subject to submission of APARs and ascertaining Stenography and Typing Speed.	Reporting Time:- 09.30 AM
13.	Sh. Jagdish Chander	Provisionally eligible for engagement on Contract subject to ascertaining Stenography and Typing Speed.	Venue:- 3 rd Floor, PTI Building, 4 - Parliament Street, New Delhi - 110001
14.	Ms. Anita Batra	Provisionally eligible for deputation subject to submission of NOC, VC and copies of APARs for last five years.	
15.	Sh. Pramod Kumar Mongia	Provisionally eligible for deputation subject to ascertaining Stenography and Typing Speed.	

NOTE:

1. No TA-DA shall be payable to the Candidates for attending the Skill Test.
2. No request for postponement of date and time of Skill Test shall be entertained.
3. The Parent Departments of the Candidates who have been shortlisted as provisionally eligible are being requested to forward these documents **latest by 22.08.2018**. The matter may be followed up by such Candidates with their respective Parent Departments for early submission of the pending documents.
4. The Candidates who had applied for the post of PS but whose names have not been shortlisted by the Screening Committee may submit representation, if any, for re-consideration of their candidature by giving full justification along with supporting documents to this Office either by post or through e-mail at nhidcl123@gmail.com **latest by 20.08.2018 up till 15:00Hrs.**


 (Babu Cherian) 16/8/2018
 Dy. General Manager (HR)