

राष्ट्रपति सचिवालय
राष्ट्रपति भवन
PRESIDENT'S SECRETARIAT
RASHTRAPATI BHAVAN

संख्या
No. A-35011/7/16-Adm

नई दिल्ली - 110004
New Delhi - 110004, the 24 October, 2016

CIRCULAR

Subject: Filling up vacancies of Multi Tasking Staff in President's Secretariat, Rashtrapati Bhavan, New Delhi.

Online applications are invited from the eligible Indian citizens for filling up the following vacancies by direct recruitment in President's Secretariat, Rashtrapati Bhavan, New Delhi: -

S.No.	Name of the post, Level of Pay Matrix and No. of vacancies	Educational and other qualifications	Age limit
1.	Multi Tasking Staff Level 1 (₹18000-₹56900) 15 vacancies (8-UR, 6-OBC, 1-ST vacancies)	Matriculation pass or equivalent from a recognized Board.	Between 18 and 27 years of age. (relaxable for Departmental Candidates up to 40 years in accordance with instructions or orders issued by the Central Government).

3. SELECTION PROCEDURE:

There will be a written examination as per following pattern: -

Written examination will consist of two papers as detailed below: -

Paper-I objective type paper for 150 marks – duration 2 hours

[General Intelligence & Reasoning 25 marks, Numerical Aptitude 25 marks, General English 50 marks, General Awareness 50 marks]

Paper-II descriptive type paper for 50 marks – duration 30 minutes

[Short Essay 25 marks and Letter 25 marks]

4. On appointment, postings will be made anywhere in India particularly in Shimla, Delhi, Hyderabad and wherever the President's Establishment for the time being may be.