

PRESIDENT'S SECRETARIAT			
(Administration Section)			
S. No.	Name of the Post	Level in Pay Matrix	Working Strength
REGULAR POSTS			
GROUP A			
1	Secretary to the President	Level 17	1
2	Joint Secretary to the President (upgraded as Additional Secretary to the President at level 15)	Level 14	1
3	Joint Secretary-cum-Social Secretary to the President (operating at level 13 as OSD (EA))	Level 14	1
4	Physician to the President	Level 14	1
5	Director/Deputy Secretary to the President	Level 13/Level 14	2
6	Internal Financial Adviser	Level 13	1
7	Press Secretary to the President	Level 13	1
8	Comptroller, President Household	Level 13	1
9	Deputy Press Secretary to the President	Level 12	1
10	Joint Director	Level 12	1
11	Deputy Physician to the President	Level 11	1
12	Under Secretary	Level 11	7
13	Superintendent, President's Garden	Level 11	0
14	Principal Private Secretary	Level 11	2
15	Deputy Director	Level 11	1
16	Public Relations Officer	Level 11	1
17	Manager	Level 11	1
18	Curator	Level 10	0
19	Technical Officer	Level 10	1
	Sub-Total		25
GROUP B			
20	Section Officer	Level 8	25
21	Private Secretary	Level 8	9
22	Assistant Library and Information Officer	Level 7	0
23	Photographic Officer	Level 7	1
24	Senior Technical Restorer	Level 7	1
25	Senior Nursing Officer	Level 8	1
26	Public Health Nursing Officer	Level 8	1
27	Steno Grade 'C'	Level 7	6
28	Assistant Section Officer	Level 7	43
29	Nursing Officer	Level 7	1
30	Supervisor, Telephone Exchange	Level 7	1
31	Assistant Curator	Level 7	0
32	Senior Education Assistant	Level 7	1
33	Junior Photographer	Level 6	0
34	Manager-cum-Accountant	Level 7	0
35	Technical Assistant	Level 6	0
36	Shift Supervisor	Level 6	1
37	Sectional Officer (Horticulture)	Level 6	2
38	Manger Grade II	Level 6	1
	Sub Total		94

GROUP C			
39	Pharmacist	Level 5	1
40	Production Assistant	Level 5	0
41	Receptionist Grade-I	Level 5	1
42	Senior Secretariat Assistant	Level 4	28
43	Stenographer Grade 'D'	Level 4	0
44	Telephone Operator Grade-I	Level 4	5
45	Junior Photo Assistant	Level 4	0
46	Sanitary Supervisor	Level 4	0
47	Receptionist Grade-II	Level 4	2
48	Assistant Manager-cum-Store Keeper	Level 4	1
49	Halwai-cum- Cook	Level 3	2
50	Telephone Operator Grade II	Level 2	2
51	Junior Secretariat Assistant	Level 2	9
52	Sanitary Fitter	Level 2	1
53	Record Keeper	Level 2	2
54	Multi Tasking Staff	Level 2	42
55	Clerk	Level 2	2
56	Assistant Halwai-Cum-cook	Level 2	1
57	Anti Malaria-cum-Multi Tasking Staff	Level 1	7
58	Medical Female Attendant-cum-MTS	Level 1	0
59	Chowkidar	Level 1	0
60	Canteen Attendant	Level 1	0
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CO-TERMINOUS POSTS			
1	Press Secretary to the President (JS Level)	Level 14	1
2	Officer on Special Duty (Director Level)	Level 13	1
3	Private Secretary to the President (Director Level)	Level 13	2
4	Officer on Special Duty (DS Level)	Level 12	1
5	Officer on Special Duty (Hindi)	Level 12	1
6	Additional Private Secretary (US Level)	Level 11	2
7	Executive Chef	Level 11	0
8	OSD (Communication)	Level 11	1
9	Principal Private Secretary	Level 11	2
10	Assistant Private Secretary	Level 8	2
11	Superintendent (Garage)	Level 8	1
12	Personal Assistant	Level 7	1
13	Sr. Hindi Translator	Level 7	1
14	Stenographer Grade 'D'	Level 4	1
	Group Total		17

OFFICERS POSTED ON LOAN BASIS			
S.No	Name of the Officer and designation	Pay level	Strength
1	OSD (R)	Level-13	1
2	Director	Level-13	1
3	Under Secretary	Level-11	1

4	Principal Private Secretary	Level-11	2
5	Deputy Curator	Level-10	1
6	Protocol Officer (Health)	Level-8	1
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