

Haryana Real Estate Regulatory Authority, Panchkula

APPOINTMENT OF PRIVATE SECRETARY

Post Information:

Name of the Post:	Private Secretary
Department/ Authority:	Haryana Real Estate Regulatory Authority, Panchkula
Total Number of Posts:	01
Monthly Salary:	Rs. 45000/- PM.
Last date of receipt of application:	30.06.2026
Working Skills:	Computer/ IT literate (MS Office/ Excel etc.) Shorthand/ typing speed 100/40 wpm
Age limit:	62 years

Requirement:

By way of re-employment of retired persons on contract basis having experience of working satisfactorily on the post of Private Secretary in the State Government/ its PSUs for a period of at least 4 years.

The applicant must have shorthand/ typing speed of 100/40 WPM respectively.

Detailed procedure/ instructions for applying as follows:

- The applicants are required to furnish application in prescribed format alongwith his/ her latest passport size photograph.
- Candidates are required to submit self- attested photo copies of the Mark Sheet of Matriculation, Graduation/ Post Graduation.
- The candidates appearing for interview must bring their Identity Proof, original academic, professional and any other relevant documents.
- The appointment on the post on contract basis will be initially for a period of one year which may be extended by the Authority subject to satisfactory performance.
- No TA/DA will be paid for attending the Interview.

APPLICATION FOR THE POST OF PRIVATE SECRETARY.

PHOTO

Name	
Father's/ Husband's Name	
Date of Birth	
Gender	
Mailing Address	
Permanent Address	
Mobile No.	
E-mail Id.	
Computer/ IT knowledge details	
Speed in shorthand & Typing	

EDUCATIONAL INFORMATION

Qualification	Institute/ University	Year of Passing	Total Marks	Marks Obtained	Percentage of marks
Matric					
Graduation					
Post Graduation					

Details of the post held at the time of retirement/ brief experience details:

Place:

Date:

(Signature)