

SENIORITY LIST OF SECRETARIAL CADRE (AS ON 31.12.2023)

SENIOR PRINCIPAL PRIVATE SECRETARY			Level-12 as per 7th CPC {PB-3 (₹15600-39100) + Grade Pay ₹7600/- of 6th CPC}					No. of Posts : <u>05</u>	
S.No.	Emp. Code	Name of the Officer	Educational Qualifications	Date of Birth	Date of initial appointment in the Board	Date of Promotion in the grade	Date of Confirmation	Category	Remarks
1	528	Smt. Seema Nagpal	B. Com. (P)	02.07.1966	29.09.1989	13.12.2021	29.09.1990	GEN	
2	617	Sh. Sanjeev Kumar Sahni	M.A. (Public Admn.)	11.11.1970	14.01.1991	11.12.2021	14.01.1992	GEN	
3	588	Smt. Minni	M.A. (Pol. Sc.)	04.11.1967	07.05.1991	10.12.2021 (A/N)	07.05.1992	GEN	
4	566	Smt. Madhu Pant	B. A.	17.04.1970	12.02.1991	11.12.2021	11.08.1992	GEN	
5	646	Smt. Mamta Khanna	B. A., M.A.(Political Science)	05.08.1969	31.10.1991	13.12.2021	31.10.1992	GEN	

PRINCIPAL PRIVATE SECRETARY			Level-11 as per 7th CPC {PB-3 (₹15600-39100) + Grade Pay ₹6600/- of 6th CPC}					No. of Posts : <u>10</u>	
S.No.	Emp. Code	Name of the Officer	Educational Qualifications	Date of Birth	Date of initial appointment in the Board	Date of Promotion in the grade	Date of Confirmation	Category	Remarks
1	562	Smt. Renu Sethi	M. A. (Hindi)	07.12.1969	08.02.1991	05.07.2016 (A/N)	07.02.1993	GEN	
2	767	Sh. Rajeev Kumar Aggarwal	M.A. (Pol. Sc.)	09.09.1968	07.09.1992	05.07.2016 (A/N)	07.09.1993	GEN	
3	744	Smt. Ritu Harsh	B. A. & Bachelor Education	21.08.1969	29.01.1993	05.07.2016 (A/N)	17.02.1994	GEN	
4	863	Ms. Sunita Koundal	B. A. (P), Post Graduate Diploma in Human Rights and Duties, M.A. (Sociology)	18.11.1975	28.04.1997	05.07.2016 (A/N)	28.04.1998	SC	
5	984	Sh. Sukh Dayal Singh	M. A. (Eng.)& M.B. A	20.05.1978	22.12.2004	05.07.2016 (A/N)	22.12.2005	SC	
6	760	Smt. Anju Batra	B. A.	10.07.1971	13.04.1993	05.07.2016 (A/N)	13.10.1994	GEN	
7	784	Sh. Sandeep Rajpal	B. A. (Pass)	09.08.1971	09.12.1992	13.12.2021	09.12.1993	GEN	
8	806	Smt. Pushpa Rani Sachdeva	B.A.	09.12.1969	18.11.1993	14.02.2022 (A/N)	18.11.1994	GEN	
9	954	Sh. Sundeep Kumar Gupta	B. A.	29.01.1978	24.01.2003	15.02.2022	24.01.2004	GEN	
10	1037	Smt. Shalini Verma	B. A. (Pass), M.A. (History)	10.06.1978	09.10.2006	14.02.2022 (A/N)	09.10.2007	ST	

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SENIOR PRIVATE SECRETARY			Level-10 as per 7th CPC {PB-3 (₹15600-39100) + Grade Pay ₹5400/- of 6th CPC}					No. of Posts : 14	
S.No.	Emp. Code	Name of the Officer	Educational Qualifications	Date of Birth	Date of initial appointment in the Board	Date of Promotion in the grade	Date of Confirmation	Category	Remarks
1	983	Sh. Sunil Kumar	B. A. (Vocational)	26.08.1981	14.12.2004	30.10.2023	14.12.2005	OBC	
2	992	Sh. Shekhar Kumar Singh	B. Com.	16.07.1978	27.09.2004	30.10.2023	24.03.2012	OBC	
3	936	Sh. Lalit Kataria	B.Com (Hons.) and Computer Course of Master Diploma in Comp Application	27.03.1977	15.04.2002 (Jr. Asstt. Comp.) 15.12.2004 (Sr. Asstt. Comp.)	31.10.2023	15.04.2003 (Jr. Asstt. Comp.) 15.12.2005 (Sr. Asstt. Comp.)	SC	
4	754	Sh. Haridhan Das	B.A. PGDHRM M. A. (C&J)	01.04.1968	28.02.1992	31.10.2023	01.03.1993	GEN	
5	702	Sh. R. S. Venkatesan	B.Com., M.A. (Pub. Admn.)	06.07.1967	17.11.1993	19.10.2023	17.11.1994	GEN	
6	790	Smt. Meenakshi Kwatra	B. A.	10.08.1971	22.11.1993	08.11.2023	22.11.1994	GEN	
7	862	Sh. Raj Pal Singh	B. A., M.B.A	02.05.1970	28.04.1997	27.10.2023	28.04.1998	SC	
8	809	Smt. V Savithiri	B. Sc.	26.12.1967	21.01.1991 (On Deputation) 27.12.1993 (Absorbed)	27.10.2023	Absorbed w.e.f. 27.12.1993	GEN	
9	788	Ms. Reshma	XI th , B.A. (Pass)	14.05.1974	22.09.1993 (F/N)	31.10.2023	22.09.1994	SC	
10	997	Sh. Brijesh Kumar	B. Com.	02.07.1979	20.12.2004 (A/N)	27.10.2023	20.12.2005	OBC	
11	986	Sh. Shambhu Kant Ray	B. Com. & M.A. (Pub. Admn.)	16.01.1976	28.01.2005 (F/N)	31.10.2023	28.01.2006	OBC	
12	1013	Smt. Prem Lata	B.A., M.A. (Hindi)	14.07.1979	30.12.2005 (A/N)	17.10.2023	30.12.2006	OBC	
13	1028	Sh. Rakesh Kumar	B. A. (Pass)	05.02.1983	31.07.2006	31.10.2023	31.07.2007	OBC	
14	1033	Sh. Prakash Chand Meena	B.A., M.A. (History)	07.08.1980	04.10.2006	01.11.2023	04.10.2007	ST	

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PRIVATE SECRETARY			Level-7 as per 7 th CPC {PB-2 (₹9300-34800)+Grade Pay ₹4600/- of 6th CPC}					No. of Posts : <u>18</u>	
S.No.	Emp. Code	Name of the Officer	Educational Qualifications	Date of Birth	Date of initial appointment in the Board	Date of Promotion in the grade	Date of Confirmation	Category	Remarks
1	1073	Sh. Durgesh R.Dubbalwar	B. Com.	10.09.1975	03.04.2007 (F/N)	16.11.2018	03.04.2008	ST	
2	1078	Sh. Praveen Gupta	B. A. (Pass), B. Lib. Sc., M.A. (English)	04.05.1980	28.05.2007	22.11.2018	28.05.2008	GEN	
3	1070	Smt Kavita Nigam	B. A. (Pass)	18.10.1980	24.04.2007	15.03.2019	24.04.2008	SC	
4	1117	Smt. Sangeeta	B. A. (Pass) M. B. A. (HR)	01.06.1978	01.08.2008 (F/N)	19.11.2018	01.08.2009	OBC	
5	1157	Sh. Vijay Kumar	B. A. & MBA	14.02.1985	27.07.2010 (F/N)	27.12.2019	27.07.2011	SC	
6	1270	Smt. Devika Kunwar	B. Com., Diploma in Office Management, M.A. (Hindi)	29.08.1985	13.03.2012 (F/N)	14.08.2020	13.03.2013	GEN	
7	1283	Ms. Samiksha Gaba	B.Com. (Pass)	06.07.1985	14.03.2012 (F/N)	03.01.2022	14.03.2013	GEN	
8	1275	Ms. Pooja Chawla	B. A. & DOEACC 'O' & 'A' Level, PG Diploma in Value Education & Spirituality	07.09.1977	14.03.2012 (F/N)	17.04.2023	14.03.2013	GEN	
9	1269	Ms. Alka Joshi	B. A. and Diploma in Secretarial Practice & Office Management, M.B.A – Human Resource Management (Distance Education)	09.07.1978	21.03.2012 (F/N)	17.04.2023	21.03.2013	GEN	
10	1307	Sh. Pradeep Shah	B. Com.	18.03.1986	29.03.2012	20.04.2023 (A/N)	29.03.2013	ST	

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PERSONAL ASSISTANT			Level-6 as per 7th CPC {PB-2 (₹9300-34800)+Grade Pay ₹4200/- of 6th CPC}					No. of Posts : <u>24</u>	
S.No.	Emp. Code	Name of the Official	Educational Qualifications	Date of Birth	Date of initial appointment in the Board	Date of Promotion in the grade	Date of Confirmation	Category	Remarks
1	1274	Ms. Anjana	B. A.	07.06.1976	26.03.2012	26.05.2016	26.03.2013	SC	
2	1268	Ms. Neha Khara	B.A (Pass), PGDBA (H.R.)	08.06.1985	13.03.2012 (F/N)	28.02.2017	13.03.2013	GEN	
3	1301	Ms. Shilpa	B.A.	14.09.1986	04.04.2012 (F/N)	27.02.2017	04.04.2013	GEN	
4	1282	Ms. Ritu Bali	B.Com (Pass)	12.08.1986	13.04.2012	03.03.2017	13.04.2013	GEN	
5	1267	Ms. Sangeeta Arora	B.Com (Pass), M. Com	04.08.1984	16.03.2012 (F/N)	27.02.2017	16.03.2013	GEN	
6	1266	Ms. Rupal Diwan	B.A., MBA	15.08.1979	15.03.2012 (F/N)	23.02.2017	15.03.2013	GEN	On deputation in CERC, Delhi w.e.f. 17.09.2021 for 03 yrs.
7	1277	Ms. Simple Madan	MCA	07.07.1987	02.04.2012 (F/N)	17.04.2017	02.04.2013	GEN	
8	1272	Ms. Kirti Sharma	MBA	30.09.1987	19.03.2012 (F/N)	27.02.2017	19.03.2013	GEN	
9	1055	Ms. Geeta Sharma	B.Com (Pass), MOP (English)	21.10.1982	04.04.2007 (F/N) 25.06.2012 (Steno)	23.02.2017	04.04.2008 (Jr. Asstt.)	GEN	
10	1273	Ms. Geetanjali	B.Com (Pass)	27.02.1987	16.03.2012 (F/N)	01.03.2017	16.03.2013	SC	
11	1308	Smt. Tarana	B.A. (Pass)	13.10.1980	04.04.2012 (F/N)	27.02.2017	04.04.2013	ST	
12	1271	Ms. Kusum Goswami	B.Com., PGDCA	27.01.1988	15.03.2012 (F/N)	16.02.2018 (A/N)	15.03.2013	GEN	
13	1304	Mohd. Zaid Ansari	B.Com.	10.02.1982	13.03.2012 (A/N)	13.11.2018	13.03.2013	OBC	
14	1306	Ms. Kiran	B.A.	30.01.1984	09.04.2012	19.11.2018	09.04.2013	SC	
15	1406	Ms. Nidhi	B.A.	11.07.1987	04.10.2012	26.11.2018	04.10.2013	GEN	
16	1510	Ms. Poonam Negi	B.A (Pass), M.A.(English)	09.09.1983	18.03.2013	26.11.2018	18.03.2014	GEN	
17	1404	Ms. Uma Devi	B. Com, MBA (HRM)	04.06.1977	28.09.2012	26.11.2018	28.09.2013	GEN	
18	1322	Ms. Shivani Jha	B.A , M.A (Eng.) PGPM, Diploma in Modern Office Practice (MOP), Certificate in Computing (CIC)	12.02.1981	04.10.2012	27.11.2018	04.10.2013	GEN	
19	1563	Ms. Anchal Jain	B.Com, M.Com, Modern Office Practice (English)	27.11.1989	21.03.2014	22.04.2019	21.03.2015	GEN	
20	1571	Sh. Pankaj Gupta	B.Com	09.07.1989	04.04.2014	26.11.2018	04.04.2015	GEN	
21	1561	Ms. Madhu Bala	B.A., M.A.(Public Administration)	01.01.1986	01.04.2014	26.11.2018	01.04.2015	SC	
22	1593	Sh. Narender Kumar	B.Com, M.Com	20.11.1985	21.03.2014	22.11.2018	21.03.2015	SC	
23	1551	Ms. Nisha Pal	B.A (Pass),Mop (E)	10.11.1988	12.03.2014 (A/N)	28.11.2018	12.03.2015	OBC	

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STENOGRAPHER			Level-4 as per 7th CPC {PB-1 (₹5200-20200)+Grade Pay ₹2400/- of 6th CPC}					No. of Posts : <u>39</u>	
S.No.	Emp. Code	Name of the Official	Educational Qualifications	Date of Birth	Date of initial appointment in the Board	Date of Promotion in the grade	Date of Confirmation	Category	Remarks
1	1862	Sh. Maneesh	B.Sc.	21.10.1994	08.08.2022	-	Not Confirmed	OBC	
2	1858	Sh. Abhinandan Singh	B.Sc.	01.07.1995	04.08.2022(A/N)	-	Not Confirmed	GEN	
3	1859	Ms. Monika Saini	B.Sc.	20.07.1998	05.08.2022(F/N)	-	Not Confirmed	OBC	
4	1956	Ms. Nidhi Rathor	B.A., PGDCA	02.08.1997	06.12.2022	-	Not Confirmed	OBC	
5	1932	Sh. Daulendra Singh	B.Sc., B.Ed.	01.06.1991	05.12.2022	-	Not Confirmed	SC	
6	1904	Sh. Vaibhav Katiyar	M.A., PGDCA	10.07.1995	11.08.2022	-	Not Confirmed	OBC	
