

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

No. LAFEAS-PS21011/1/2022-Perl Sec-RSS

Dated the 19th March, 2022

OFFICE MEMORANDUM

Rajya Sabha Secretariat proposes to fill up the following posts on deputation/ foreign service basis from amongst the officials working in the Central or the State/ Union Territory Government or the Secretariat of the Legislature of a State/ Union Territory or Constitutional Bodies or Autonomous Bodies or Statutory Organisations or Central/ State Regulatory Authorities or PSUs :-

Sl. No.	Grade	No. of vacancies
1.	Legislative/ Committee/ Executive/ Protocol Officer: Level 10 in the pay matrix	12
2.	Assistant Legislative/ Committee/ Executive/ Protocol Officer: Level-8 in the pay matrix	26
3.	Secretariat Assistant : Level-6 in the pay matrix	27
4.	Assistant Research/Reference Officer : Level-8 in the pay matrix	3
5.	Translator : Level-8 in the pay matrix	15
6.	Personal Assistant : Level-7 in the pay matrix	15
7.	Office Work Assistant : Level-4 in the pay matrix	12 (6 Hindi and 6 English)

2. The conditions of eligibility of the above posts are as given in the **Annexure-I** of this Office Memorandum. Further, no such person would be appointed to a post on deputation/ foreign service basis if the basic pay and dearness allowance being drawn by him is less than the minimum level of basic pay and dearness allowance admissible to that post in the Secretariat, before/after corresponding pay revision, by more than 30%.

3. The candidates, who are below 56 years of age as on the last date of the receipt of the applications, and are desirous of being considered for appointment to the above posts, may apply in the enclosed Application format as given in the **Annexure-II** of this Office Memorandum. The candidates desirous of being considered for appointment to more than one post shall fill separate forms for each post. The application, complete in all respects, should reach '**Director (Personnel), Room No. 240, 2nd Floor, Rajya Sabha Secretariat, Parliament of India, Parliament House Annexe, New Delhi-110001**' within 45 days from the date of publication of the advertisement in the Employment News, *i.e.*, 19th March, 2022.

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4. Application of only such officials will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at Annexure-II; (ii) attested copies of APARs of the last 5 years; and (iii) certificates to the effect that they are clear from vigilance/disciplinary angle, Integrity certificate and a statement showing Major/Minor penalty imposed in last ten years, if any (**Annexure-III**).

5. No application received after the due date and time shall be entertained. Incomplete applications or applications received without APAR dossier or vigilance clearance shall be summarily rejected and no further correspondence in this regard shall be entertained.

6. The terms and conditions of persons appointed on deputation/foreign service basis shall be governed by the DoP&T's O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.



(CHITRA G.)
DEPUTY SECRETARY

No. LAFEAS-PS21011/1/2022-Perl Sec-RSS

Copy to:

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General, Rajya Sabha
3. Office of AS(P)
4. Office of Director (P)
5. All Ministries/ Departments of the Government of India, Chief Secretaries of all States/ Union Territories, Secretaries of States/ Union Territories Legislature Secretariats, Lok Sabha Secretariat, President's Secretariat, Vice-President's Secretariat, Supreme Court of India/ High Courts, Constitutional Bodies, Autonomous Bodies, Statutory Organizations, Central/ State Regulatory Authorities and PSUs, **with a request to give wide publicity to this OM in their Offices and Bodies under their control.**
6. Notice Board, Rajya Sabha Secretariat
7. All Officers/Sections/P.S.s/P.A.s and Pay & Accounts Office, Rajya Sabha
8. NIC – for placing the advertisement on the Intranet/Website of the Rajya Sabha Secretariat on 19/03/2022.

Sl.No.	Name of the Post and Scale of Pay	No. of Posts	Eligibility Conditions
1.	Legislative/ Committee/ Protocol/ Executive Officer: Level 10 in the pay matrix	12	<u>For Deputation/ Foreign service-</u> By selection of suitable officer(s) working in Central or State/ Union Territory Government Departments/State Legislature Secretariats/ Autonomous Bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs and holding analogous posts or its equivalent or with 5 years service in posts in Pay Level 8/ Pay Level 9 in the Pay Matrix and possessing working knowledge of basic computer operations, viz., MS-Word, MS-Excel, MS-Power Point etc.
2.	Assistant Legislative/ Committee/ Protocol/ Executive Officer: Level-8 in the pay matrix	26	<u>For Deputation/ Foreign service-</u> By selection of suitable officer(s) working in Central or State/ Union Territory Government Departments/State Legislature Secretariats/ Autonomous Bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs and holding analogous posts or its equivalent or with 5 years service in posts in Pay Level 7 in the Pay Matrix and possessing working knowledge of basic computer operations, viz., MS-Word, MS-Excel and Power Point etc.
3.	Secretariat Assistant : Level-6 in the pay matrix	27	<u>For Deputation/ Foreign service</u> By selection of suitable officer(s) working in the Central or the State/ Union Territory Government/ Departments/ Lok Sabha Secretariat/ the Secretariat of the Legislature of a State/ Union Territory/ Constitutional Bodies/ Autonomous Bodies/ Statutory Organisations/ Central/ State Regulatory Authorities or PSUs, and holding: (i) analogous posts on regular basis in the parent cadre or department; or (ii) with a minimum 5 years regular service in the grade rendered after appointment thereto in post(s) in Pay Level 5/ Pay Level 4 or equivalent in the parent cadre or department; and (iii) possessing minimum qualification of Bachelor's degree in any discipline from a recognized University and minimum typing speed of 35 words per minute (10500 key depressions per hour) in English or 30 words per minute (9000 key depressions per hour) in Hindi/ Urdu on Computer. Preference will be given to persons who qualify in

			typing tests in both English and Hindi languages at the prescribed typing speeds.
4.	Assistant Research/Reference Officer : Level-8 in the pay matrix	3	<p><u>For Deputation/ Foreign service-</u></p> <p>By selection of suitable officer(s) working in Central or State/ Union Territory Government Departments/State Legislature Secretariats/ Autonomous Bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs and holding :</p> <p>(i) analogous posts or its equivalent on regular basis in the parent cadre or department; or</p> <p>(ii) with a minimum 5 years regular service in the grade rendered after appointment thereto in post(s) in Pay Level 7 or equivalent in the parent cadre or department; and</p> <p>(iii) possessing Master's Degree in any discipline or Bachelor's degree in any discipline with Law degree (LLB) from a recognized University.</p> <p>Preference will be given to candidates possessing:-</p> <p>(i) PhD/ Doctorate degree and having research experience; and</p> <p>(ii) working knowledge of basic computer operations, viz., MS-Word, MS-Excel and Power Point etc.</p>
5.	Translator : Level-8 in the pay matrix	15	<p><u>For deputation/ Foreign service-</u></p> <p>By selection from officials working in the Central or the State/Union Territory Government or the Secretariat of the Legislature of a State/ Union Territory or Constitutional Bodies or Autonomous bodies or Statutory Organisations or Central/ State Regulatory Authorities or PSUs, and holding a post, duties of which mainly involve translation from English to Hindi and vice-versa.</p>
6.	Personal Assistant : Level-7 in the pay matrix	15	<p><u>For Deputation/ Foreign service-</u></p> <p>By selection of suitable officer(s) working in Central or State/ Union Territory Government Departments/State Legislature Secretariats/ Autonomous Bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs and holding :</p> <p>(i) analogous posts or its equivalent on regular basis in the parent cadre or department; or</p> <p>(ii) with a minimum 5 years regular service in the grade rendered after appointment thereto in post(s) in Pay Level 6 or equivalent in the parent cadre or department; and</p> <p>(iii) possessing Bachelor's Degree in any discipline</p>

			<p>from a recognized University and minimum speed of 80 words per minute in English/ Hindi shorthand.</p> <p>Preference will be given to persons who possess:-</p> <ul style="list-style-type: none"> (i) stenography skill in both English and Hindi languages; (ii) typing speed of 40 words per minute (12000 key depressions per hour) in English or 35 words per minute (10500 key depressions per hour) in Hindi on computer, as the case may be; and (iii) working knowledge of English/ Hindi typing on computer and basic computer operations viz. MS-Word, MS-Excel and Power Point etc.
7.	Office Work Assistant : Level-4 in the pay matrix	12 (6 Hindi and 6 English)	<p><u>For deputation/ Foreign service-</u></p> <p>(a) By selection of suitable officer(s) working in the Central or the State/ Union Territory Government/ Departments/ Lok Sabha Secretariat/ the Secretariat of the Legislature of a State/ Union Territory/ Constitutional Bodies/ Autonomous Bodies/ Statutory Organisations/ Central/ State Regulatory Authorities or PSUs, holding:</p> <ul style="list-style-type: none"> (i) analogous posts on regular basis in the parent cadre or department; or (ii) with a minimum 5 years regular service in the grade rendered after appointment thereto in post(s) in Pay Level 3/ Pay Level 2 or equivalent in the parent cadre or department; (iii) possessing minimum educational qualification of Intermediate/ Senior Secondary/ 10+2 and equivalent from a recognised Board/ University and minimum typing speed of 40 words per minute (12000 key depressions per hour) in English or 35 words per minute (10500 key depressions per hour) in Hindi typewriting on computer. <p>Preference will be given to persons who qualify in typing tests in both English and Hindi languages at the prescribed typing speeds.</p>

**APPLICATION FOR APPOINTMENT IN THE RAJYA SABHA SECRETARIAT ON
DEPUTATION/FOREIGN SERVICE BASIS**

- 1) Post for which applying:
- 2) Name (in block letters):
- 3) Address for correspondence with telephone/mobile number & E-mail address:

- 4) Present Designation:
- 5) Organization where working along with address in full:

- 6) In case the present employment is held on deputation/contract basis, please state-
 - a. The date of appointment:
 - b. Period of appointment on deputation/contract:
 - c. Name of the parent office/organization to which you belong:
- 7) Date of Birth:
- 8) Date of retirement:
- 9) Scale of Pay of the post presently held/last held & Basic Pay drawn:
- 10) Educational Qualifications:
- 11) Whether belong to SC/ST/OBC:
- 12) a) Whether possess working knowledge of computer operations :
(MS-Word, MS-Excel & Power Point etc.)
b) Whether proficient in typing/short hand; If yes, indicate speed and language:
- 13) Training:
- 14) Details of employment in chronological order:
(Please enclose a separate sheet, duly authenticated)

Sl.No.	Name of the Ministry/Department Office	Post held	From	To	Scale of Pay	Nature of Duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

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15) Whether fulfils prescribed eligibility criteria : Yes/ No

If yes, please furnish details below.

(i) Educational Qualification :

(ii) Experience :

(iii) Desirable Qualification :

16) Additional information, if any, which you would like to mention in support of your suitability for the post.

Enclose a separate sheet, if the space is insufficient:

Dated:

Signature of the applicant

Address: _____

E-mail: _____

Tele: _____

Mobile No. _____

CERTIFICATE
(FROM THE EMPLOYER)

1. Certified that particulars furnished by Shri/Smt./Kum. _____ have been verified from his/her record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt./Kum. _____. His/her integrity is certified.
3. No major or minor penalty was imposed on Shri/Smt./Kum. _____ during the last 10 years as per records in the Department.

SIGNATURE OF HEAD OF OFFICE/DEPARTMENT
WITH STAMP

PLACE:

DATE: