

No. 49/80/2012-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 23<sup>rd</sup> May, 2013.

To

All concerned IAS / HCS Officers.


Subject: Fill the post of Director (Finance & Accounts) and Director (Administration) on deputation basis/ re-employment basis.

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Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of office memorandum No.RS.46/2013-Perl., dated 6<sup>th</sup> May, 2013 received from Rajya Sabha Secretariat, Parliament House Annexe, New Delhi is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

  
(SATISH SHARMA)  
Superintendent Services-II.

  
INTERNAL DISTRIBUTION

e-champion

17 MAY 2013

Dated the 6<sup>th</sup> May, 2013

No.RS.46/2013-Perl.

OFFICE MEMORANDUM

Rajya Sabha Secretariat proposes to urgently fill the various posts listed in the *Annexure-I* of the Office Memorandum, on deputation basis/re-employment basis from persons, who are working or have retired from the Government/Public Sector Organisations/Autonomous Bodies. The number of posts and conditions of eligibility of various posts are as given against each post in the *Annexure-I* of this Office Memorandum.

2. The candidates, who are below 65 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 and the application, complete in all respects, should reach 'The Joint Director (Personnel), Room No. 146, First Floor, Rajya Sabha Secretariat, Parliament of India, Parliament House Annexe, New Delhi-110001' latest by 5.00 p.m. on 6<sup>th</sup> June, 2013. The applications of the serving employees are to be forwarded through proper channel along with attested photocopies of their CRs of last five years and vigilance clearance. The retired candidates may apply directly to this Secretariat.

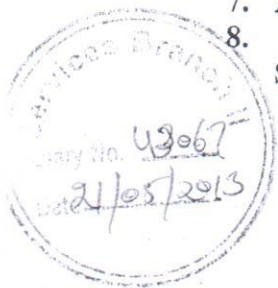
3. No application received after 6<sup>th</sup> June, 2013 shall be entertained. Incomplete applications or applications received without CR dossier or vigilance clearance (in case of serving employees) shall be summarily rejected and no further correspondence in this regard shall be entertained.

(S. RANGARAJAN)  
JOINT DIRECTOR

No.RS.46/2013-Perl.

Copy to :-

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General, Rajya Sabha
3. Office of the CEO, RSTV
4. P.A. to A.S.(D)
5. All Ministries/Departments of Government of India/Chief Secretaries of all States/ Union Territories/Lok Sabha Secretariat/ President's Secretariat/ Vice-President's Secretariat/ Supreme Court of India/C&AG of India/Election Commission of India-with a request to give wide publicity to this Circular in their Offices including Autonomous Bodies/Statutory Organizations/Public Sector Undertakings 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



| Sl. No. | Name of the Post and Scale of Pay                                                             | No. of Post | Eligibility Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------|-----------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | <b>Director (Finance &amp; Accounts)</b><br>(PB-4, Rs. 37400-67000 + Grade Pay of Rs. 8700/-) | 1           | <p>By selection on deputation/re-employment basis from amongst persons having at least 5 years experience in the management of accounts and finance of a large organization and holding or having held in the Government/ Public Sector organizations/ Autonomous bodies:-</p> <p>i) Post(s) in PB-4 (Rs. 37400-67000) with a minimum Grade Pay of Rs. 8700 or equivalent post(s); or</p> <p>ii) Post(s) in PB-3 (Rs. 15600-39100) with either a minimum 3 years service in Grade Pay of Rs. 8000 or a minimum of 6 years service in the Grade Pay of Rs. 7600 or a minimum combined service of 6 years in the Grade Pay of Rs. 7600 and Grade Pay of Rs. 8000.</p> <p>Preference will be given to persons having:</p> <p>(i) Experience of dealing with financial/accounts matters of any TV Channel.</p> <p>(ii) Professional qualification or training in Finance &amp; Accounts.</p> <p>(iii) Professional qualification/ training in computer applications.</p> |
| 2.      | <b>Director (Administration)</b><br>(PB-4, Rs. 37400-67000 + Grade Pay of Rs. 8700/-)         | 1           | <p>By selection on deputation/re-employment basis from amongst persons having 5 years experience in establishment/administrative matters and holding or having held in the Government/Public Sector organizations/Autonomous bodies:-</p> <p>i) Post(s) in PB-4 (Rs. 37400-67000) with a Grade Pay of Rs. 8700 or equivalent post(s); or</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|    |                                                              |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----|--------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                              |   | <p>ii) Post(s) in PB-3 (Rs. 15600-39100) with either a minimum 3 years service in Grade Pay of Rs. 8000 or a minimum of 6 years service in the Grade Pay of Rs. 7600 or a minimum combined service of 6 years in the Grade Pay of Rs. 7600 and Grade Pay of Rs. 8000.</p> <p>Preference will be given to persons having:</p> <p>i) Experience of dealing with establishment and administrative matters of any TV channel.</p> <p>ii) Professional qualification in HR management/training in establishment/administrative matters.</p> <p>iii) Professional qualification/ training in computer applications.</p>                                                |
| 3. | <b>Cashier</b><br>(PB-1 Rs. 5200-20200 + Grade Pay Rs. 2400) | 1 | <p>By selection on deputation/re-employment basis from amongst persons having atleast 3 years experience of Cash Accounts and Budget work and holding or having held in the Government/Public Sector Organizations/Autonomous bodies:-</p> <p>i) Post(s) in PB-1 (Rs. 5200-20200) with a Grade Pay of Rs. 2400 or equivalent post(s); or</p> <p>ii) Post(s) in PB-1 (Rs. 5200-20200) with a minimum service of 5 years in the Grade Pay of Rs. 1900.</p> <p>Preference will be given to persons having:</p> <p>i) Training in Cash &amp; Accounts conducted by ISTM or equivalent.</p> <p>ii) Professional qualification/ training in computer applications.</p> |

**Application for posts in the Rajya Sabha Secretariat circulated**  
**vide O.M. dated 06.05.2013**

1. Post applied for (in block letters):
2. Name (in block letters):
3. Address with telephone number & E-mail address:
4. Present Designation/Designation of post last held:
5. Organisation where working or retired from:
6. Date of retirement (wherever applicable):
7. Scale of Pay of the post presently held/ last held & Basic Pay drawn:
8. Date of Birth:
9. Educational Qualifications:
10. Technical/Professional qualifications, if any:
11. Training:
12. 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)              |
|         |                                        |           |      |     |              |                  |

13. Qualifications/experience prescribed for eligibility to the post applied for vis-à-vis qualifications/experience of the applicant (essential & desirable conditions to be indicated separately):

|                  | Prescribed for the post | Possessed by the candidate |
|------------------|-------------------------|----------------------------|
| <b>Essential</b> | 1.                      |                            |
|                  | 2.                      |                            |
|                  | 3.                      |                            |
|                  | 4.                      |                            |
|                  |                         |                            |
| <b>Desirable</b> | 1.                      |                            |
|                  | 2.                      |                            |
|                  | 3.                      |                            |
|                  | 4.                      |                            |

**Dated:**

**Signature of the applicant**

**Address:** \_\_\_\_\_

**Tele:** \_\_\_\_\_

**CERTIFICATE**

(In Case Of Serving Employee)

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 Ministry/Department.

**SIGNATURE OF HEAD OF OFFICE/DEPARTMENT  
WITH STAMP**

**PLACE:**

**DATE:**

**OR**

**UNDERTAKING**

(In Case Of Retired Employee)

1. I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
2. I certify that no vigilance/disciplinary case was either pending or contemplated against me in the Ministry/Department at the time of my retirement.
3. I certify that no major or minor penalty was imposed on me during the last 10 years of my service in the Ministry/Department.
4. I certify that I am eligible for the post applied for vis-à-vis the qualifications or experience prescribed for the said post by the Rajya Sabha Secretariat.

**SIGNATURE OF CANDIDATE**

**PLACE:**

**DATE:**