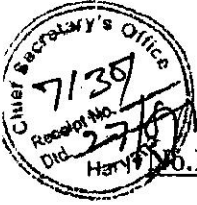


RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI



71301

Dated the 11th August, 2015

OFFICE MEMORANDUM

B.O.

PS/15
26-8-15

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 Central Government/State Governments/Constitutional Bodies/ Autonomous Bodies/ Statutory Organisations/ Public Sector Undertakings/ Central Armed Police Forces. These posts have been temporarily created to provide secretarial assistance to the Committee constituted by the Hon'ble Chairman, Rajya Sabha under Section 3 of the Judges (Inquiry) Act, 1968. 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.

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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 or before 02nd September, 2015. The applications of the serving employees are to be forwarded through proper channel along with attested photocopies of their APARs/ACRs of last five years and vigilance clearance. The retired candidates may apply directly to this Secretariat.

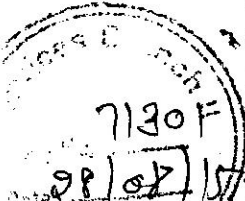
No application received after 02nd September, 2015 shall be entertained. Incomplete applications or applications received without APAR/ACR dossier or vigilance clearance (in case of serving employees) shall be summarily rejected and no further correspondence in this regard shall be entertained.

S. Rangarajan

(S. RANGARAJAN)
JOINT DIRECTOR

Copy to :-

1. PS to Hon'ble Mr. Justice Shri Vikramajit Sen, Judge, Supreme Court of India
2. Secretary, Department of Justice, Ministry of Law and Justice
3. Secretary, Department of Legal Affairs, Ministry of Law and Justice
4. Shri Arun Chaudhary, Secretary, Judges Inquiry Committee
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/High Courts/C&AG of India/Election Commission of India/Central Armed Police Forces - Border Security Force, Central Industrial Security Force, Central Reserved Police Force, Indo-Tibetan Police Force, Sashastra Seema Bal, Assam Rifles and National Security Guard - with a



It is also requested each copy of the PRC have been sent to E&A. T. S.

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

Annexure-I

<u>Sl. No.</u>	<u>Name of the Post and Scale of Pay</u>	<u>No. of Post(s)</u>	<u>Eligibility Conditions</u>
1.	Joint Secretary (PB-4, Rs. 37400-67000 + Grade Pay of Rs.10000/-)	1	<p>A. Essential:</p> <p>Persons holding or having held</p> <p>i) A post on regular basis in PB-4 (Rs. 37400-67000) + Grade Pay Rs. 10000; or</p> <p>ii) A post in PB-4 (Rs. 37400-67000) + Grade Pay Rs. 8700 with 3 years experience in the grade and a total of 17 years of Group 'A' Service.</p> <p>B. Desirable:</p> <p>i) Experience in disciplinary/vigilance matters.</p> <p>ii) Familiarity with legal terminology</p>
2.	Deputy Director (PB-3, Rs. 15600-39100 + Grade Pay of Rs.7600/-)	2	<p>A. Essential:</p> <p>i) Persons holding or having held a post on regular basis in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 7600;</p> <p>OR</p> <p>A post in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 6600 with 3 years experience in the grade.</p> <p>B. Desirable:</p> <p>i) Experience in disciplinary/vigilance matters.</p> <p>ii) Familiarity with legal terminology</p>
3.	Deputy Director (Secretarial Assistance) (English) (PB-3, Rs. 15600-39100 + Grade Pay of Rs.7600/-)	2	<p>A. Essential:</p> <p>i) Persons holding or having held a post on regular basis in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 7600;</p> <p>OR,</p> <p>A post in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 6600 with 3 years experience in the grade.</p> <p>ii) 10 years experience in providing Secretarial Assistance.</p> <p>iii) Proficiency in computer applications.</p> <p>B. Desirable:</p> <p>i) Familiarity with legal terminology</p>

<u>Sl. No.</u>	<u>Name of the Post and Scale of Pay</u>	<u>No. of Post(s)</u>	<u>Eligibility Conditions</u>
4.	Assistant (PB-2, Rs. 9300-34800 + Grade Pay of Rs.4600/-)	2	<p>A. Essential:</p> <p>i) Persons holding or having held a post on regular basis in PB-2 (Rs. 9300-34800) + Grade pay Rs. 4600; OR, A post in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200 with 5 years experience in the grade; OR, 10 years of regular service in PB-2 (9300-34800) + Grade pay Rs. 4200 and PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2400.</p> <p>ii) 5 years experience in Establishment/Administration/Vigilance/disciplinary matters.</p> <p>B. Desirable:</p> <p>(i) Proficiency in Computer applications. (ii) Experience in disciplinary/vigilance matters. (iii) Familiarity with legal terminology</p>
5.	Personal Assistant (PB-2, Rs. 9300-34800 + Grade Pay of Rs.4600/-)	3	<p>A. Essential:</p> <p>i) Persons holding or having held a post on regular basis in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4600 ; OR A post in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200 with 5 years experience in the grade.</p> <p>ii) 5 years experience in providing Secretarial Assistance.</p> <p>B. Desirable: Proficiency in Computer applications.</p>
6.	Staff Car Driver (Ordinary Grade) (PB-1, Rs. 5200-20200 + Grade Pay of Rs.2400/-)	2	<p>Essential:</p> <p>i) Person holding a post of Staff Car Driver on regular basis either in the PB-I (Rs. 5200-20200) + Grade Pay of Rs. 2400 or in PB-I (Rs. 5200-20200) + Grade Pay of Rs. 1900 with 5 years service in the grade ; OR Retired Staff Car Drivers who have held the post of Staff Car Driver in PB-I (Rs 5200-20200) + Grade Pay of Rs. 2400 or above.</p> <p>ii) A valid licence for driving commercial vehicles.</p> <p>iii) Atleast 5 years experience and skill in driving.</p>

Annexure-II

Application for posts in the Rajya Sabha Secretariat circulated
vide O.M. dated 11.08.2015

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
Essential	1.	
	2.	
	3.	
	4.	
Desirable	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: