

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.

Office of the Secretary (Industries)
Chief Secretariat, Puducherry..

No.: 182

Received on: 22 MAR 2022

Despatched on: 24 MAR 2022

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25.03.2022
42(3)
24/3/22

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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.

