

OFFICE OF THE CHIEF SECRETARY  
PONDICHERRY  
Tapal No. 108/CS/2022  
Received on 7 JAN 2022  
Despatched on

Office of the Secretary (Industries)  
Chief Secretariat, Puducherry..  
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Received on: 7 JAN 2022  
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RAJYA SABHA SECRETARIAT  
PARLIAMENT HOUSE ANNEXE  
NEW DELHI

No. RS.42/1/2021-Per1

Dated the 22<sup>nd</sup> December, 2021

OFFICE MEMORANDUM

Secretary

Rajya Sabha Secretariat proposes to fill up the post of Joint Secretary & Financial Advisor (Group 'A' Gazetted) in Level 14 in the Pay Matrix through deputation by selection from amongst officers belonging to All India Services/Central or State Group 'A' Services/State Legislature Secretariats/ Autonomous Bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs. The conditions of eligibility of the post are as given in the Annexure I of this Office Memorandum.

2. The candidates, who are below 56 years of age as on the last date of receipt of the applications, and are desirous of being considered for appointment to the above post, 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 'Director (Personnel), Room No. 240, Second Floor, Rajya Sabha Secretariat, Parliament of India, Parliament House Annexe, New Delhi- 110001' latest by 5.00 pm on 24<sup>th</sup> January, 2022.

3. Applications of only such officers will be considered as are routed through proper channel and are accompanied with -

- (i) bio-data in the proforma at Annexure II;
- (ii) clear attested photocopies of the up-to-date APAR dossier of the officer containing APARs of last 5 years; and
- (iii) clearance from vigilance and disciplinary angle, integrity certificate and a statement showing major/minor penalties imposed, if any, during the last ten years (Annexure III).

4. 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.

VS (Per)

10.1.22

146  
10.01.2022

SSW  
11/1/22

(CHITRA G.)  
DEPUTY SECRETARY

Name of the Post, Classification and Scale of Pay	No. of Post	Eligibility Conditions
<p>Joint Secretary &amp; Financial Advisor</p> <p>Group 'A' Gazetted</p> <p>Level 14 in the Pay Matrix</p>	1	<p><u>For deputation (including short term contract)/absorption</u></p> <p>By selection of suitable officer(s) belonging to :-</p> <p>(i) All India Services/Central or State Group "A" Services/ State Legislature Secretariats/ Autonomous bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs holding analogous post/ scale as Joint Secretary or its equivalent in Level 14 in the Pay Matrix or being empanelled/ approved for appointment as Joint Secretary or its equivalent in Level 14 in the Pay Matrix by the respective Cadre Controlling Authority or holding a post/scale of Director or its equivalent in Level 13 in the Pay Matrix with a minimum of 3 years service in the grade; and</p> <p>(ii) Possessing at least 5 years experience in the field of accounts management, accounts maintenance, expenditure control, preparation of budget estimates, audit etc.</p> <p>Desirable:</p> <p>Preference shall be given to the officers having:</p> <p>(i) Experience in financial and accounting matters in a government department(s).</p> <p>(ii) Professional qualification in finance or/and accounts or training in finance &amp; accounts.</p> <p>(iii) Professional qualification/ training in computer applications relating to financial software.</p> <p>The period of deputation shall not ordinarily exceed three years.</p>