

**PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT
(PERSONNEL SECTION)**

Parliament House Annexe,
New Delhi.

No.RS.42/9/2017-Perl.

Dated the 28th December, 2017

OFFICE MEMORANDUM

Subject: Filling up the posts of Joint Director (Technical), Assistant Security Officer (Technical) and Security Assistant Grade-I (Technical) in the Technical Wing of the Parliament Security Service of the Rajya Sabha Secretariat.

The undersigned is directed to state that the following posts in the Technical Wing of the Parliament Security Service of the Rajya Sabha Secretariat, New Delhi are to be filled up on deputation basis initially for a period of 3 years:

Sl. No.	Post(s)	Scale of Pay (in Rs.)	No. of Posts
1.	Joint Director (Technical)	Level-12 in Pay Matrix (corresponding to pre-revised pay scale of PB-3 Rs. 15600-39100 + Grade Pay Rs. 7600)	1
2.	Assistant Security Officer (Technical)	Level-8 in Pay Matrix (corresponding to pre-revised pay scale of PB-2 Rs. 9300-34800 + Grade Pay Rs. 4800)	5 (only External candidates)
3.	Security Assistant Grade-I (Technical)	Level-7 in Pay Matrix (corresponding to pre-revised pay scale of PB-2 Rs. 9300-34800 + Grade Pay Rs. 4600)	6

The details of the eligibility criteria and the job responsibilities involved for the posts are given in *Annexure-I*.

2. Only such applications which are accompanied by the personal data (in duplicate) in the proforma given in *Annexure-II* will be considered. The eligible officials of Parliament Security Service may also apply for the posts mentioned therein in the prescribed proforma.

3. It is requested that the names of the eligible officers, who are willing and can be spared immediately in the event of selection may be forwarded, so as to reach this Secretariat addressed to 'The Deputy Secretary (Personnel), Room No. 147, First Floor, Rajya Sabha Secretariat, Parliament of India, Parliament House Annexe, New Delhi-110001' latest by 06.00 p.m. on 01st February, 2018. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officer are correct and no disciplinary/vigilance case is either pending or being contemplated against him and no major or minor penalty was imposed during the last 10 years on the officer. The application must be accompanied along with attested photocopies of CRs of last five years of the officer concerned.

**(AMIT KUMAR)
DEPUTY SECRETARY**

To,

1. Ministry of Home Affairs with the request to give wide publicity to the OM among the Central/ State Police Organisations, Security Organisations, Intelligence Organisations etc.
2. Director General, Assam Rifles, Shillong, Meghalaya.
3. Director General, BSF, Block No. 10, CGO Complex, Lodhi Road, New Delhi.
4. Inspector –General (Admn), BSF, Block No. 10, CGO Complex, Lodhi Road, New Delhi.
5. Director General, CRPF, Block No. 1, CGO Complex, Lodhi Road, New Delhi.
6. Assistant Director (Admn/Accts), Personnel & Administration, CRPF, Block No. 1, CGO Complex, Lodhi Road, New Delhi.
7. Director General, CISF, Block No. 13, CGO Complex, Lodhi Road, New Delhi.
8. Section Officer (Estt-I), CISF, Block No. 13, CGO Complex, Lodhi Road, New Delhi.
9. Director General, ITBP, Block No. 2, CGO Complex, Lodhi Road, New Delhi.
10. ADG (Admn), ITBP, Block No. 2, CGO Complex, Lodhi Road, New Delhi.
11. Director General, NSG, Mehram Nagar, Near Domestic Airport, Palam, New Delhi.
12. Director General, SSB, Block 5 (East), Sector-1, R.K. Puram, New Delhi.
13. Director General, Bureau of Police Research & Development, Block No. 11, 3/4th Floor, CGO Complex, Lodhi Road, New Delhi-03
14. Director General, Director of Co-ordination, Police Wireless-Block No. 9, CGO Complex, Lodhi Road, New Delhi-03
15. Director, Intelligence Bureau, North Block, New Delhi.
16. Assistant Director (Admn), National Crime Records Bureau, East Block-7, R.K. Puram, New Delhi-66
17. Chief Secretaries of States and Union Territories with the request to give wide publicity to the OM among the State Police Organisations, Security Organisations, Intelligence Organisations etc.
18. Directors General of Police of all States and Union Territories.
19. Lok Sabha Secretariat.

(AMIT KUMAR)
DEPUTY SECRETARY

Annexure--I

Sl. No.	Name of the Post and Scale of Pay	No. of Post	Eligibility Conditions
1.	Joint Director (Technical) Level-12 in Pay Matrix (corresponding to pre-revised pay scale of PB-3 Rs. 15600-39100 + Grade Pay Rs. 7600)	1	<p>Persons from the Central/State Police Organisations, Security organisations, Intelligence Organisations and Autonomous Bodies fulfilling the following conditions:</p> <p>Essential Eligibility Condition:</p> <p>(i) Officers in PB-3 of Rs. 15600-39100 with Grade pay of Rs. 7600; or</p> <p>(ii) Officers with 3 years regular service in PB-3 of Rs. 15600-39100 with Grade Pay of Rs. 6600.</p> <p>Essential Experience:</p> <p>Knowledge/experience of computer/ micro-processor based access control system/CCTV system/anti-sabotage equipment and management of large databases.</p> <p>Job Responsibility :</p> <p>Supervise the effective operational functioning of the Central Command Station and maintenance of proper documentation</p>

Sl. No.	Name of the Post and Scale of Pay	No. of Post	Eligibility Conditions
2.	<p>Assistant Security Officer (Technical)</p> <p>Level-8 in Pay Matrix (corresponding to pre-revised pay scale of PB-2 Rs. 9300-34800 + Grade Pay Rs. 4800)</p>	5 (only External candidates)	<p>Persons from the Central/State Police Organisations, Security Organisations, Intelligence Organisations and Autonomous Bodies fulfilling the following conditions :-</p> <p>Essential Eligibility Condition :</p> <p>(i) Officers in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4800; or</p> <p>(ii) Officers with 5 years regular service in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4600; or</p> <p>(iii) Officers with 10 years combined service in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4600 and Rs. 4200.</p> <p>Essential Experience :</p> <p>Exposure in installation and maintenance of :-</p> <p>(i) micro-processor based access control system; or</p> <p>(ii) CCTV System; or</p> <p>(iii) anti-sabotage equipment; or</p> <p>(iv) computer controlled radio communication system and electronic instruments; or</p> <p>(v) exposure to latest operation systems such as Linex/ Windows NT/Novell and RDBMS in LAN/WAN environment; and</p> <p>(vi) handling of UNIX/AIX based Main Frame Server with Wide Area Network experience and Visual Basic and Crystal Reports.</p> <p>Job Responsibility :</p> <p>1. High Volume Wide Area Network, Security Roles, day-to-day maintenance of Windows Server, IBM Server monitoring of recourses, Back up Strategy, Disaster recovery etc.</p> <p>2. To take regular backups (grandfather-father-son scheme) to schedule the backup programs, to create and administer etc.</p> <p>3. To update anti-virus software, install application software, Database administration etc.</p>

Sl. No.	Name of the Post and Scale of Pay	No. of Post	Eligibility Conditions
3.	Security Assistant Grade-I (Technical) Level-7 in Pay Matrix (corresponding to pre-revised pay scale of PB-2 Rs. 9300-34800 + Grade Pay Rs. 4600)	6	<p>Persons from the Central/ State Police Organisations, Security Organisations, Intelligence Organisations and Autonomous Bodies fulfilling the following conditions :-</p> <p>Essential Eligibility Conditions :</p> <p>(i) Officers in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4600; or</p> <p>(ii) Officers with 5 years regular service in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4200; or</p> <p>(iii) Officers with 10 years combined service in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4200 and PB-1 of Rs. 5200-20200 with Grade Pay of Rs. 2800.</p> <p>Essential Experience :</p> <p>Exposure in installation and maintenance of:-</p> <p>(i) micro-processor based access control system; or</p> <p>(ii) CCTV System; or</p> <p>(iii) anti-sabotage equipment; or</p> <p>(iv) computer controlled radio communication system and electronic instruments; or</p> <p>(v) exposure to latest operation systems such as Linex/Windows NT/Novell and RDBMS in LAN/WAN environment; and</p> <p>(vi) handling of UNIX/AIX based Main Frame Server with Wide Area Network experience and Visual Basic and Crystal Reports.</p> <p>Job Responsibility :</p> <p>1. High Volume Wide Area Network, Security Roles, day-to-day maintenance of Windows Server, IBM Server monitoring of recourses, Back up Strategy, Disaster recovery etc.</p> <p>2. To take regular backups (grandfather-father-son scheme) to schedule the backup programs, to create and administer etc.</p> <p>3. To update anti-virus software, install application software, Database administration etc.</p>

**Application for posts in the Technical Wing of the Parliament Security Service
of the Rajya Sabha Secretariat**

1. Post applied for (in block letters):
2. Name (in block letters):
3. Designation
4. Date of Birth
5. Educational Qualifications
6. Technical/Special qualifications, if any
7. 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)

8. Please state that in view of the entries made by you above, you meet the requirement of the post: **YES/NO**
9. Whether SC/ST

Dated:

Signature of the applicant

Address: _____

Tel: _____

CERTIFICATE

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: