

# **RAJYA SABHA SECRETARIAT**

PARLIAMENT HOUSE ANNEXE

NEW DELHI

**No.RS.42/1/2018-Perl.**

Dated the 5<sup>th</sup> June, 2018

## **OFFICE MEMORANDUM**

Rajya Sabha Secretariat proposes to fill the post of **Joint Secretary in level 14 in the pay matrix** (in the Pay Band of Rs.37, 400-67,000/- + Grade Pay Rs.10, 000/-) on deputation basis from persons 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 and 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 the 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 **'The Deputy Secretary (Personnel), Room No. 147, First Floor, Rajya Sabha Secretariat, Parliament of India, Parliament House Annexe, New Delhi-110001'** latest by **5.00 p.m. on 20<sup>th</sup> July, 2018.**

3. Application 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 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.

4. Applicants having at least 5 years experience in financial and accounting matters in a government department(s) and in the field of accounts management, accounts maintenance, expenditure control, preparation of budget estimates, audit etc. will have an added advantage for the purpose of selection.

5. No application received after the due date and time shall be entertained. Incomplete applications or applications received without CR dossier or vigilance clearance shall be summarily rejected and no further correspondence in this regard shall be entertained.

**(AMIT KUMAR)**

**DEPUTY SECRETARY**

**No.RS.42/1/2018-Perl.**

**Copy to:-**

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General, Rajya Sabha
3. Office of Secretary
4. 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.
5. Notice Board, Rajya Sabha Secretariat
6. All Officers/Sections/P.S.s/P.A.s and Pay & Accounts Office, Rajya Sabha
7. NIC - For placing the advertisement on the Intranet/Website of the Rajya Sabha Secretariat

**Annexure-I**

<b>Sl. No.</b>	<b>Name of the Post and Scale of Pay</b>	<b>No. of Post</b>	<b>Eligibility Conditions</b>
1.	<b>Joint Secretary</b>  (PB-4, of Rs.37,400-67,000/- plus Grade Pay Rs.10,000/-) Level 14 in the Pay Matrix (Revised)	1	<b>By transfer on deputation :</b>  By selection of suitable officer(s) 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 holding analogous posts or its equivalent 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 of Director or its equivalent in Level 13 in the Pay Matrix with a minimum of 5 years service in the grade.  The period of transfer on deputation shall not ordinarily exceed three years.

**APPLICATION FOR THE POST OF JOINT SECRETARY  
IN THE RAJYA SABHA SECRETARIAT ON TRANSFER ON  
DEPUTATION BASIS**

1. Name (in block letters):
2. Address with telephone/mobile number & E-mail address:
3. Present Designation:
4. Organisation where working:
5. In case the present employment is held on deputation/contract basis, please state-
  - a. The date of appointment:
  - b. Period of appointment on deputation/contract:
  - c. Name of the parent office/organization to which you belong:
6. Date of Birth:
7. Date of retirement:
8. Scale of Pay of the post presently held/ last held & Basic Pay drawn:
9. Educational Qualifications:
10. Whether belong to SC/ST/OBC :
11. Technical/Professional qualifications, if any:
12. Training:
13. 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)

14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient:

**Dated:**

**Signature of the applicant**

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

**E-mail:** \_\_\_\_\_

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

**Mobile No.** \_\_\_\_\_

**CERTIFICATE**  
**(FROM THE EMPLOYER)**

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:**