

RAJYA SABHA SECRETARIAT

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

No.RS.46/1/2019-Perl.

Dated the 23rd July, 2019

OFFICE MEMORANDUM

Subject: Filling up the post of Director(Administration), Rajya Sabha Television unit of the Rajya Sabha Secretariat.

Rajya Sabha Secretariat proposes to urgently fill a post of Director(Administration) in Rajya Sabha Television unit of the Rajya Sabha Secretariat on deputation basis initially for a period of 3 years. The conditions of eligibility of the post are as given in **Annexure-I** of this Office memorandum. The appointment on deputation basis will be on standard terms and conditions of deputation as prescribed by the Department of Personnel & Training. The maximum age limit of the applicants on the closing date of receipt of applications should be 56 years.

2. It is requested that applications of the eligible officers, complete in all respects in the format enclosed as per **Annexure-II**, who are willing and can be spared immediately in the event of selection may be forwarded to **‘The Director (Personnel), Room No. 240, Second Floor, Rajya Sabha Secretariat, Parliament of India, Parliament House Annexe, New Delhi-110001’ latest by 5.00 p.m. on 30th August, 2019**. The applications are to be forwarded through proper channel along with attested photocopies of APARs of last five years and vigilance clearance. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officer in his/her application form are correct and no disciplinary/vigilance case is either pending or being contemplated against him/her and no major or minor penalty was imposed during the last 10 years on the officer. The application must be accompanied by complete and up-to-date dossiers of the officers concerned.

3. No application received after 30th August, 2019 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.

**(RAKESH PRASAD)
DIRECTOR**

No.RS.46/1/2019-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. Office of AS(RSTV)
5. Office of JS&FA
6. Office of CEO, RSTV
7. 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 OM in their Offices.**
8. Notice Board, Rajya Sabha Secretariat
9. All Officers/Sections/P.S.s/P.A.s and Pay & Accounts Office, Rajya Sabha
10. NIC - For placing the advertisement on the Intranet/Website of the Rajya Sabha Secretariat

Sl. No.	Name of the Post and Scale of Pay	No. of Post	Methods of recruitment & Qualifications for Appointment
1.	Director (Administration) Level 13	1	<p>For Deputation By selection from amongst persons having minimum of 5 years experience in establishment/ administration and holding or having held in the Government/Public Sector/ Autonomous Bodies :</p> <p>(i) Post(s) in PB-4 with Grade Pay of Rs. 8700 (pre-revised) or equivalent post (s); or (ii) With either a minimum 3 years service in post(s) in PB-3 with Grade Pay of Rs. 8000 (pre-revised) or 6 years service in PB-3 with Grade Pay of Rs. 7600 (pre-revised) or a minimum combined service of 6 years in PB-3 with Grade Pay of Rs. 8000 (pre-revised) and in PB-3 with Grade Pay of Rs. 7600 (pre-revised).</p> <p>Preference will be given to persons having:</p> <p>(i) Experience of dealing with establishment/ administrative and financial matters of any TV Channel. (ii) Professional qualification or training in HR management/ training in establishment/ administrative and financial matters. (iii) Professional qualification/ training in computer applications.</p>

**Application for post in the Rajya Sabha Secretariat circulated
vide O.M. dated 23.07.2019**

1. Post applied for (in block letters):
2. Name (in block letters):
3. Address with telephone number & E-mail address:
4. Present Designation:
5. Organisation where working:
6. Date of retirement :
7. Scale of Pay of the post presently held:
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:

Sl. No.	Qualifications/experience possessed by the candidate

Dated:

Signature of the applicant

Address: _____

Tele: _____

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: